

# Executive Functioning Skills

**Response Inhibition:**

The skill of thinking before you act and resist the urge to say or do something and consider the consequences.

**Working Memory:**

Ability to retain and draw upon information while completing a task.

**Emotional Control:**

Manage emotions to complete tasks and direct behaviors.

**Sustained Attention:**

Ability to continue to pay attention to a task or event despite distraction or fatigue.

**Task Initiation:**

Ability to begin tasks efficiently.

**Planning:**

Creating a roadmap to complete a goal or a task and prioritizing what should be included and what shouldn't.

**Organization:**

Ability to create and maintain systems to keep track of information and materials.

**Time Management:**

The skill of being able to estimate how much time one has and how to allocate that time.

**Persistence:**

Following through on the completion of a goal.

**Flexibility:**

The ability to revise a plan and adapt to changing conditions.

**Metacognition:**

Self-monitoring and self-evaluation skills.