

12 Executive Function Skills



Emotional Control

The ability to manage emotions in order to achieve goals, complete tasks, or control and direct behavior.



Goal-Directed Persistence

The capacity to have a goal, follow through to the completion of the goal, and not be put off by or distracted by competing interests.



Organization

The ability to create and maintain systems to track information, resources, materials, etc.



Response Inhibition

The capacity to think before acting. The ability to create a pause before taking action, affording the time to evaluate a situation and how behavior might impact it.



Sustained Attention

The capacity to maintain attention to a situation or task in spite of distractibility.



Time Management

The capacity to estimate how much time one has, how to allocate, and how to stay within time constraints and timelines. It also includes a belief that time has value.



Flexibility

The ability to revise plans in the face of obstacles, setbacks, new information or mistakes. It relates to an adaptability to changing conditions.



Metacognition

The ability to stand back and take a broad view of oneself in any given situation. It's an ability to self observe problem solving methods and conduct self assessments.



Planning & Prioritization

The ability to create a roadmap for goal attainment or task completion. Also, the ability to determine what's the urgent focus and what can be relegated to lower tier.



Stress Tolerance

The ability to thrive in stressful situations and to effectively manage uncertainty, change, and performance demands.



Task Initiation

The ability to begin projects without undue procrastination, in an efficient and time effective manner.



Working Memory

The ability to hold information in memory while performing complex tasks. Also, the ability to draw upon past learning to apply to current situations and/or future projects.

These 12 skills are essential for academic success, social competence, and overall life functioning, as they form the foundation for learning, decision-making, problem-solving, and self-control.

