Executive Function Skills Checklist

Cleaning

Tidy a space (reading corner, playroom) (5-7years old)

Clean a Room (8-11years old)

Develop and maintain a system of organization/cleaning (12-14years old)

Manage Laundry, Keep Dorm/Apartment clean, deep clean at reasonable intervals

EF Age: ☐

Errands

Simple: get your shoes from the bathroom (3-4 years)

2-3 step direction put the placement on the table and then get the napkins (5-7 years)

With a time delay – to and from school w/out reminders (8-11years)

Follow complex school schedule & multiple transitions with teachers and classrooms (12-14 years)

Independently plan and follow school/work and leisure activities, drive own car

EF Age: ☐

Self-regulation

Inhibit unsafe or inappropriate behaviors (3-4 years)

Inhibit behaviors; follow safety rules, use appropriate language (e.g. not swearing or using bathroom language when not appropriate), raise hand before speaking in class, and keep hands to self (5-7 years)

Inhibit/self-regulate behaviors; maintain composure when teacher is out of the classroom; inhibit temper tantrums and bad manners(8-11 years)

Inhibit rule breaking in the absence of visible authority (12-14 years)

Avoid reckless or risky behaviors (e.g. use of illegal substances, sexual acting out, shoplifting, or vandalism) (high school on)

EF Age: ☐

*Adapted From: Dawson, P. and Guar, R. Executive Skills in Children and Adolescents. New York: The Guilford, 2004

Executive Function Skills Checklist



Time

Understand sequence, past/present/future tense, causality (3-7 years)

Independently remember changes in daily schedule including different after school activities (8-11 years)

Follow complex school schedule involving multiple transitions with teachers and classrooms (12-14 years)

Plan time effectively, including after school activities, homework, family responsibilities (12-14 years)

Establish and refine a long-term goal and make plans for meeting that goal; collegiate or other vocational goals. Independently organize leisure time activities, including obtaining employment or pursuing recreational activities during the summer (high school)

EF Age:

Projects/Exams

Plan simple projects: e.g. book report: select book, read book, write report (8-11 years)

Plan and carry out long-term projects, including tasks to be accomplished and a reasonable timeline to follow (12-14 years)

Create, plan and follow timelines for long-term projects, tests, after school activities, family responsibilities

Study for tests, create and maintain learned material for midterms/finals (high school)

EF Age:

Papers

Bring papers to and from school (5-7 years)

Bring papers, books and assignments to and from school (8-11 years)

Track belongings when away from home

Appropriately use a system for organizing schoolwork (12-14 years and beyond)

EF Age:

*Adapted From: Dawson, P. and Guar, R. Executive Skills in Children and Adolescents. New York: The Guilford, 2004

Executive Function Skills Checklist



Homework

Complete -20 min max (5-7 years)

Complete – 1 hour max without assistance (8-11 years)

Manage schoolwork effectively on a day-to-day basis, including completing and handing in assignments on time – 2 hours (middle through high school)

Establish and refine a long-term goal and make plans for meeting that goal; collegiate or other vocational goals (high school)

EF Age: ☐

Work

Simple chore – self care-brush teeth (3-4 years)

Simple chore/self help – make bed, make a bowl of cereal (5-7 years)

Chores 10-30 min in duration; set the table, vacuuming (8-11 years)

Help out with chores around the home, including both daily responsibilities and occasional tasks that may take 60-90 minutes to complete; emptying dishwasher, raking leaves, shoveling snow etc. (12-14 years)

Safely babysit younger siblings (12-14 years)

Part time work: house sit, dog walk, mow lawns Independently obtain employment and or work during the summer (late middle and high school)

EF Age: ☐

Money

How to spend (5-7 years)

Save money for desired objects and plan how to earn money (8-11 years)

Save money to meet a financial obligation (college savings/spending money, car payment/insurance, etc.) (middle and high school)

EF Age: ☐

Chronological Age ☐

Average EF Age: ☐

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