





### Executive Function Checklist

Did I Work On it? 	Executive Function	Definition	 <i>How I worked on it or how it showed up in my life</i>
	<b>Metacognition</b>	<i>Thinking about how you think and learn. It's being aware of what helps you focus, remember, and get things done.</i>	
	<b>Goal Setting</b>	<i>Figuring out what you want to achieve and creating a clear target to aim for.</i>	
	<b>Inhibitory Controls</b>	<i>Stopping yourself from doing things that aren't helpful—like interrupting or getting distracted.</i>	
	<b>Working Memory</b>	<i>Holding information in your head while using it, like remembering directions or solving a math problem.</i>	
	<b>Cognitive Flexibility</b>	<i>Changing how you think when something unexpected happens or when plans need to shift.</i>	
	<b>Task Initiation</b>	<i>Getting started on something without putting it off—even if it's hard or boring.</i>	



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	<b>Cognitive Shifting</b>	<i>Moving smoothly from one task, idea, or mindset to another.</i>	
	<b>Self-Monitoring</b>	<i>Checking in with yourself as you work to make sure you're staying on track.</i>	
	<b>Goal-Directed Persistence</b>	<i>Sticking with a task or goal, even when it's difficult or takes a while.</i>	
	<b>Planning</b>	<i>Figuring out the steps you need to take to reach a goal or complete a task.</i>	
	<b>Prioritizing</b>	<i>Deciding what's most important to do first—and what can wait.</i>	
	<b>Time Management</b>	<i>Using your time wisely so you're not always rushing or falling behind.</i>	
	<b>Organization</b>	<i>Keeping your stuff, space, and thoughts in order so you can find what you need and stay focused.</i>	