

11 Executive Function Skills

Foundational Skills	
Response Inhibition	<p>Response inhibition is your ability to control your responses to stimulation or distractions. Self-control, or the ability to refrain from actions that are in conflict with your goals, is one aspect of response inhibition. Another is stopping habitual behaviours when they're not appropriate, like not trying to catch a hot pan that got knocked off the stove.</p> <p>Are you able to continue reading that book while there is an argument taking place in the cafe? Can you resist watching Netflix when you are trying to finish a piece of work to meet a deadline, no matter how important? If somebody says something that pushes every one of your buttons, are you able to pause for thought and give a measured response?</p>
Working Memory	<p>Working memory is your ability to hold information for a few minutes, hours, or days. It's like a notepad where important information is handy until you don't need it, but it's also limited in size so as new information gets added, other information gets deleted.</p> <p>This helps us to recall what has just been said to us or think of the next thing to do while doing something else. For example, if somebody tells you to remember and write down 6 things they call out, you are able to recall what they said and record it</p>
Emotional Control	<p>This is the ability to manage your emotions in order to achieve goals or complete tasks. It is also used to control and manage own behaviours and responses to situations</p>
Flexibility	<p>This enables us to review or adapt our plans when faced with setbacks or new information. We can adapt to changing conditions and find different ways to address a task if it hasn't gone right the first time.</p>
Sustained Attention	<p>This is the ability to remain focused on a task or in a situation despite possible distractions, boredom or tiredness.</p>
Task Initiation	<p>This skill enables us to start a task without delay. We can cope with the quick transition from taking instruction to starting a task.</p>
Advanced Skills	
Persistence	<p>This skill is required to be able to follow through on tasks until they are completed even if they take a long time. This means that obstacles, setbacks or mistakes don't stop us from trying again and we can resist the temptation to give up for something more interesting.</p>
Organisation	<p>This skill enables us to create and maintain systems for keeping track of information or materials (for example, checklists)</p>
Time Management	<p>The ability to work out how much time one has and how to allocate time to a task and stay within the time to meet deadlines.</p>
Metacognition	<p>This is the ability to be self-aware. With this skill, we can note our own problem-solving, or our behaviour during a task. Recognising when one is struggling for example, enables us to recognise when we need to ask for help. Also we have a sense of what we can do and what we may need more help with.</p>
Planning / Prioritising	<p>This enables us to create a system to reach a goal or complete a task. We can make good decisions about what's important to focus on and what can be left till later</p>