



### HOW WE ORGANIZE & PLAN



**ORGANIZATION:** Knowing where I put things.  
The ability to create and maintain systems to keep track of information or materials.

Strength	Struggle
<input type="checkbox"/>	<input type="checkbox"/>



**TIME MANAGEMENT:** Knowing about how long a task will take and what the deadline is.  
The ability to estimate how much time I have, how to allocate it, and how to stay within time limits and deadlines.

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**PLANNING/PRIORITIZATION:** Deciding what steps to take.  
The ability to create a road map to reach a goal or complete a task and making decisions about what is important to focus on and what is not.

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### HOW WE REACT



**RESPONSE INHIBITION:** Seeing the consequence before I say or do something.  
The ability to think before you act - resist the urge gives us time to evaluate a situation and how our behavior might impact it.

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**FLEXIBILITY:** Going with the flow, accepting change.  
The ability to revise plans in the face of obstacles, setbacks, new information, or mistakes. Adaptability to changing conditions.

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**EMOTIONAL CONTROL:** Keeping my cool when frustrated.  
The ability to manage emotions in order to achieve goals, complete tasks, or control and direct behavior.

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**STRESS TOLERANCE:** Managing my stress.  
The ability to work or progress in stressful situations and to cope with uncertainty, change, and performance demands.

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**METACOGNITION:** Evaluating how I'm doing.  
The ability to stand back and take a bird's eye view of yourself in a situation, to observe how you problem-solve. Includes self-monitoring and self-evaluation, such as asking yourself "How am I doing?" or "How did I do?"

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### HOW WE GET THINGS DONE



**TASK INITIATION:** Getting started without delay.  
The ability to begin projects without undue procrastination, in an efficient and timely manner.

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**SUSTAINED ATTENTION:** Pay attention, even when I don't feel like it.  
The ability to maintain attention to a task despite distraction, fatigue, or boredom.

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**GOAL-DIRECTED PERSISTENCE:** Sticking with my goal.  
The ability to have a goal and follow through to the completion of that goal without being distracted.

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**WORKING MEMORY:** Remembering what I did and what I need to do.  
The ability to hold information in memory while performing complex tasks.

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