



Executive Skills Definitions

<https://su.vc/hubexecutiveskills>

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 Neutral Struggle



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.



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.



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.



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.



EMOTIONAL CONTROL: Keeping my cool when frustrated.

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



STRESS TOLERANCE: Managing my stress.

The ability to work or progress in stressful situations and to cope with uncertainty, change, and performance demands.



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?"



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.



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.



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.



WORKING MEMORY: Remembering what I did and what I need to do.

The ability to hold information in memory while performing complex tasks.

