

NALP 2021: *Take Control of Your Day*: Streamlining Your Day with Systems and Workflows

People with EF difficulties may experience the following symptoms:

- Time blindness, or an inability to plan for and keep in mind future events
- Difficulty stringing together actions to meet long-term goals
- Trouble organizing materials and setting schedules
- Trouble controlling emotions or impulses
- Difficulty analyzing or processing information

Executive functions allow people to do the following:

1. Analyze a task
2. Plan how to address the task
3. Organize the steps needed to carry out the task
4. Develop timelines for completing the task
5. Adjust or shift the steps, if needed, to complete the task
6. Complete the task in a timely way

Below is a link to an article that discusses the impact of Executive Function and attention deficit. It contains an Executive Dysfunction self-test that we included in this handout.

*ADGD& Symptoms Tests Could You Have Executive Function Deficit by Eileen Bailey
(Medically Reviewed by Attitude's ADHD Medical Review Panel on February 2nd, 2021)*

<https://www.additudemag.com/executive-function-deficit-adhd-symptoms-test-for-adults/>

This self-test is designed to determine whether you show signs of executive dysfunction. If you have concerns about executive dysfunction, see a health professional for a thorough evaluation. This self-test is for personal use only.

Do you forget appointments, and do you typically run late?

Very Often
Often

Sometimes
Rarely
Never
1 out of 16

Do you waste time trying to decide what to do first?

Very Often
Often
Sometimes
Rarely
Never
2 out of 16

Do you have difficulty figuring out what is most important or what you should start with given a list of things to do?

Very Often
Often
Sometimes
Rarely
Never
3 out of 16

Do you let go of anger as quickly as it came?

Very Often
Often
Sometimes
Rarely
Never
4 out of 16

Do you find it hard to do things that aren't necessary or highly stimulating?

Very Often
Often
Sometimes
Rarely
Never
5 out of 16

At least once a day do you lose or misplace items—for example, keys, wallet, purse, or a cell phone?

Very Often
Often
Sometimes
Rarely
Never
6 out of 16

Do you say “I will do it later” and then forget all about it?

Very Often
Often
Sometimes
Rarely
Never
7 out of 16

Are you easily distracted by things you see or hear?

Very Often
Often
Sometimes
Rarely
Never
8 out of 16

Do you start tasks with enthusiasm but lose interest quickly?

Very Often
Often
Sometimes
Rarely
Never
9 out of 16

Do you become frustrated when things don’t go as planned and can you quickly become angry?

Very Often
Often
Sometimes
Rarely
Never
10 out of 16

Do you have trouble following conversations because you are distracted or because you are trying to remember what you wanted to say?

Very Often

Often

Sometimes

Rarely

Never

11 out of 16

Do you have trouble completing multiple-step tasks and moving from one task to another?

Very Often

Often

Sometimes

Rarely

Never

12 out of 16

Do you forget things, even when they are important to you?

Very Often

Often

Sometimes

Rarely

Never

13 out of 16

Do you become absorbed in things or tasks that interest you—sometimes to the point of forgetting about people around you or other obligations?

Very Often

Often

Sometimes

Rarely

Never

14 out of 16

Do you have trouble getting started or initiating tasks?

Very Often

Often

Sometimes

Rarely

Never
15 out of 16

Do you struggle to get a handle on clutter? Does your personal space get messy with piles of papers and miscellaneous items?

Very Often
Often
Sometimes
Rarely
Never
16 out of 16

(Optional) Would you like to receive your executive function disorder symptom test results — plus more helpful resources — via email from ADDitude?

<https://www.additudemag.com/executive-function-deficit-adhd-symptoms-test-for-adults/>