

Executive Function Checklist (adult self-check)

Think about the last few months. Tick one box per line: 0 rarely · 1 sometimes · 2 often · 3 very often. Add up each area (0-9).

Getting started

I know what I need to do but can't make myself start. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Boring tasks sit untouched until a deadline makes them urgent. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Starting a task feels harder than actually doing it. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Area score ____ / 9

Planning and prioritising

Big projects feel like fog: I can't see the steps. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Everything on my list feels equally urgent. ☐ 0 ☐ 1 ☐ 2 ☐ 3

I make plans that fall apart because they weren't realistic. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Area score ____ / 9

Time awareness

I underestimate how long things take. ☐ 0 ☐ 1 ☐ 2 ☐ 3

I end up late or rushing at the last minute. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Hours disappear without me noticing. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Area score ____ / 9

Working memory

I forget what I came into a room for, or lose my place mid-task. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Instructions or details slip away soon after I hear them. ☐ 0 ☐ 1 ☐ 2 ☐ 3

I forget appointments or promises unless they're written down. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Area score ____ / 9

Holding focus

My attention drifts in meetings, reading or conversations. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Notifications or new ideas pull me off what I'm doing. ☐ 0 ☐ 1 ☐ 2 ☐ 3

I start several things and finish few. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Area score ____ / 9

Organising stuff and space

I lose keys, my phone, my wallet or documents. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Papers, emails or downloads pile up. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Things don't have a home, so they end up anywhere. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Area score ____ / 9

Managing frustration

Small setbacks knock me off for the rest of the day. ☐ 0 ☐ 1 ☐ 2 ☐ 3

I get frustrated or overwhelmed quickly when things go wrong. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Criticism or a tense message stays with me for hours. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Area score ____ / 9

Switching and flexibility

Unexpected changes to my plans throw me off. ☐ 0 ☐ 1 ☐ 2 ☐ 3

It's hard to stop something absorbing and switch to something else. ☐ 0 ☐ 1 ☐ 2 ☐ 3

When my first approach doesn't work, I get stuck instead of trying another way. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Area score ____ / 9

Pausing before acting

I interrupt people or blurt things out. ☐ 0 ☐ 1 ☐ 2 ☐ 3

I buy, eat or click on things on impulse and regret it later. ☐ 0 ☐ 1 ☐ 2 ☐ 3

I say yes to things before checking whether I have time. ☐ 0 ☐ 1 ☐ 2 ☐ 3

Area score ____ / 9

Reading your scores: 0-2 mostly fine · 3-5 sometimes a snag · 6-9 a big snag. Circle your top 3, pick one strategy for each, and try it for a week. Get matching tips, tools and AI prompts free at adhdplaybook.com/tools/executive-function-test/
Not a diagnosis. If these struggles affect your work, study or relationships, talk to a GP or psychologist.