

PARENT EXECUTIVE FUNCTIONING QUESTIONNAIRE

INSTRUCTIONS:

Read each of the following statements, then select the response that best describes how often that statement is true for you. At the end of each section, select a rating from 0 (no impact) to 4 (severe impact) that describes the degree to which difficulties in the area impact you. Things to consider include the impact on your relationships with family and friends, parenting, work, achievement, self-esteem, mood, stress, and anxiety.

	Never	Rarely	Sometimes	Often	Almost Always
INHIBITION					
1. I act or speak without thinking.	0	1	2	3	4
2. My jump to conclusions too quickly (e.g., misjudging situations, making assumptions).	0	1	2	3	4
3. I find it hard to not act on urges and/or feel <i>driven</i> to act on certain urges (e.g., saying something I shouldn't, etc.).	0	1	2	3	4
4. I tend to jump into situations without thinking things through and/or am a risk-taker.	0	1	2	3	4
5. I talk too much.	0	1	2	3	4
6. I feel impatient when waiting (e.g., in lines, for people to finish speaking, etc.).	0	1	2	3	4
7. I rush to get things done (e.g., paperwork, tasks, etc.).	0	1	2	3	4
8. Once I start doing or saying something, it is difficult to stop even when I need to (e.g., because it's causing conflict).	0	1	2	3	4
9. I tend to interrupt people or finish their sentences for them.	0	1	2	3	4
10. I find it hard to follow certain social norms or to maintain social boundaries (e.g., swearing when it's not appropriate, asking too many questions, prying into personal information, gossiping).	0	1	2	3	4
Circle an impact rating for inhibition	0=none	1	2=moderate	3	4=severe
EMOTION REGULATION					
11. My emotions tend to be intense.	0	1	2	3	4
12. I am easily frustrated or have a low frustration tolerance.	0	1	2	3	4
13. I feel irritable, stressed or on edge.	0	1	2	3	4
14. It is hard for me to calm myself down, especially "in the moment."	0	1	2	3	4
15. I tend to put off or avoid things that make me anxious or uncomfortable (e.g., doing stressful tasks, addressing conflict).	0	1	2	3	4

	Never	Rarely	Sometimes	Often	Almost Always
16. I tend to avoid or put off unfamiliar tasks or other things that I feel uncertain about.	0	1	2	3	4
17. I tend to overreact.	0	1	2	3	4
18. I am sensitive to other people's intense emotions.	0	1	2	3	4
19. My emotions tend to be all over the place, and/or change easily based on what is going on in the moment.	0	1	2	3	4
20. I am very sensitive to criticism and/or rejection.	0	1	2	3	4
Circle impact rating for Emotion Regulation	0=none	1	2=moderate	3	4=severe

MOTIVATION					
21. It's hard for me to get going or get started (e.g., on tasks, routines, etc.)	0	1	2	3	4
22. My motivation is inconsistent and/or I have bursts of energy, but then feel tired.	0	1	2	3	4
23. I avoid tasks that require a lot of energy or effort.	0	1	2	3	4
24. I feel tired or irritable during long or unengaging tasks or activities.	0	1	2	3	4
25. I feel motivated when things are new, but lose motivation over time (e.g., enjoy starting projects, but don't finish them).	0	1	2	3	4
26. I leave things until the last minute and/or am more productive under pressure.	0	1	2	3	4
27. I have difficulty finishing tasks.	0	1	2	3	4
28. I tend to do the bare minimum required unless I find a task/project engaging.	0	1	2	3	4
29. I find it hard to achieve long-term goals.	0	1	2	3	4
30. I am easily distracted by short-term goals and/or a need for instant gratification.	0	1	2	3	4
Circle an impact rating for Motivation	0=none	1	2=moderate	3	4=severe

ATTENTION					
31. I am easily distracted by things in the environment or internal experiences (e.g., thoughts, feelings, sensations, etc.).	0	1	2	3	4
32. I find myself daydreaming or thinking of other things; my mind wanders.	0	1	2	3	4
33. I have difficulty staying focussed, particularly if something is boring or seems unimportant to me.	0	1	2	3	4
34. I find it hard to stay on one topic and/or my conversations jump around a lot.	0	1	2	3	4
35. I tend to make "oversight" errors (e.g., calculation or spelling errors, writing the wrong time/day for an appointment, etc.) .	0	1	2	3	4

	Never	Rarely	Sometimes	Often	Almost Always
36. I miss important details or overlook important information (e.g., misreading instructions, not noticing criteria, etc.).	0	1	2	3	4
37. I don't notice where I put things, and/or frequently lose or misplace them.	0	1	2	3	4
38. I forget what I am doing (e.g., I start doing other things before finishing what I was already doing; I need to re-read the same paragraph multiple times, etc.).	0	1	2	3	4
39. I am easily distracted by sensory needs or aversions (e.g., need to fidget, scratchy fabrics, certain sounds or scents, bright lights, loud sounds, etc.).	0	1	2	3	4
40. I miss social cues (e.g., facial expressions, tone of voice, etc.)	0	1	2	3	4
Circle an impact rating for Attention	0=none	1	2=moderate	3	4=severe

WORKING MEMORY

41. I am easily overwhelmed or confused by too much information or too many details.	0	1	2	3	4
42. I have difficulty remembering multiple pieces of information while completing a task (e.g., phone numbers, directions, instructions, task requirements)	0	1	2	3	4
43. I lose track of where I am in a multi-step task (e.g., what step I am on, what else I need to do, what number I am on when counting, etc.)	0	1	2	3	4
44. I struggle with mental problem-solving (e.g., mental math, riddles, etc.) and/or making decisions when there are too many choices.	0	1	2	3	4
45. I find it hard to do complex or multi-step tasks (e.g., cooking meals, driving, following more than 2 or 3 directions).	0	1	2	3	4
46. I forget to apply useful information I have learned from past experiences to similar situations when they occur, and/or I forget to use strategies when I need them.	0	1	2	3	4
47. When speaking, I omit important information, forget what points I've already made, and/or repeat information.	0	1	2	3	4
48. I have difficulty considering multiple ideas simultaneously (e.g., my own <u>and</u> other's thoughts/feelings; multiple solutions; the big picture <u>and</u> small details).	0	1	2	3	4
49. I find it difficult to identify important information, prioritize, summarize or sequence information, etc.	0	1	2	3	4

	Never	Rarely	Sometimes	Often	Almost Always
50. I prefer being with one or two people and/or struggle to cope in group situations (e.g., group activities, meetings, etc.).	0	1	2	3	4
Circle an impact rating for Working Memory	0=none	1	2=moderate	3	4=severe
SHIFTING					
51. I tend to hyper-focus on engaging activities and/or find it hard to stop doing them when I need to (e.g., to take a break, move onto another task, etc.)	0	1	2	3	4
52. It is difficult for me to stop doing tasks I am invested in, and/or to leave them incomplete.	0	1	2	3	4
53. I find it hard to switch between multiple demands (e.g., cooking and cleaning; thinking about the "big picture" and attending to details, etc.).	0	1	2	3	4
54. I find transitions stressful.	0	1	2	3	4
55. I feel upset or frustrated when routines aren't followed, plans change, or things don't go as expected.	0	1	2	3	4
56. I get stuck on certain thoughts (e.g., topics, ideas, details, fairness, expectations, rules, etc.).	0	1	2	3	4
57. I tend to get stuck in negative emotions, or I take a long time to recover from negative experiences.	0	1	2	3	4
58. I find it hard to shift back and forth between my own thoughts/feelings/needs and those of others (e.g., may tend to focus on one, while neglecting the other).	0	1	2	3	4
59. It is hard to change my approach to a task or situation, even when what I am doing isn't working.	0	1	2	3	4
60. I tend to be too literal or see things as "black & white" or "either/or."	0	1	2	3	4
Circle an impact rating for Shifting	0=none	1	2=moderate	3	4=severe
PLANNING					
61. It is difficult to plan ahead (e.g., meal planning, planning long-term projects, etc.).	0	1	2	3	4
62. I find it hard to break tasks into steps and/or figuring out the steps I need to take to meet a goal).	0	1	2	3	4
63. I have difficulty prioritizing tasks and/or knowing what order to do things in.	0	1	2	3	4
64. I tend to underestimate how long it will take to do things (e.g., get ready, complete a task, get to an appointment, etc.).	0	1	2	3	4

	Never	Rarely	Sometimes	Often	Almost Always
65. I find it hard to think of more than one way to approach a task or solve a problem.	0	1	2	3	4
66. I find it hard to anticipate what will be needed in a specific situation and/or find myself (or my children) unprepared.	0	1	2	3	4
67. I tend to end up rushing, because I run out of time.	0	1	2	3	4
68. I am late for or miss deadlines.	0	1	2	3	4
69. I fail to anticipate the consequences of my actions.	0	1	2	3	4
70. I find it hard to predict whether a plan or solution to a problem will be successful.	0	1	2	3	4
Circle an impact rating for Planning	0=none	1	2=moderate	3	4=severe
ORGANIZATION					
71. I struggle to organize my home, workspace, car, bag/purse, etc..	0	1	2	3	4
72. I can't find things I need (materials, belongings, important paperwork, etc.).	0	1	2	3	4
73. I never know where to put things and leave them all over the place.	0	1	2	3	4
74. I find it hard to categorize or group things in a logical way, and/or to develop effective, functional organization systems.	0	1	2	3	4
75. I find it hard to organize information and/or ideas when writing.	0	1	2	3	4
76. People get confused when I try to explain things to them.	0	1	2	3	4
77. I find it hard to do things in a logical or sequential order.	0	1	2	3	4
78. I find it hard to develop and stick to routines.	0	1	2	3	4
79. I forget things (e.g., bag, phone, keys, documents, etc.)	0	1	2	3	4
80. I tend to forget important information (e.g., work assignments, due dates, appointment times).	0	1	2	3	4
Circle an impact rating for Organization	0=none	1	2=moderate	3	4=severe
SELF-MONITORING					
81. I tend to miss internal cues (e.g., hunger, fatigue, early signs of irritation or stress, etc.).	0	1	2	3	4
82. I tend to lose track of time.	0	1	2	3	4
83. I have difficulty monitoring my progress on a task (e.g., speed, accuracy, whether my approach to the task is working, etc.).	0	1	2	3	4

	Never	Rarely	Sometimes	Often	Almost Always
84. I have difficulty anticipating how people will react to what I say or do.	0	1	2	3	4
85. I find it hard to adapt to different contexts (e.g., how to speak to a boss vs. a friend; speaking at an appropriate volume, using appropriate language, etc.).	0	1	2	3	4
86. I don't realize that I haven't understood something, or I over- or under-estimate how well I understand something.	0	1	2	3	4
87. I don't realize when I have misread a situation or misunderstood somebody.	0	1	2	3	4
88. People ask me what I'm talking about or become confused when I change topic without warning.	0	1	2	3	4
89. I find it hard to learn from experience (e.g., I keep repeating the same mistakes).	0	1	2	3	4
90. I don't notice how I am impacting people in the moment (e.g., if I am bothering or confusing them).	0	1	2	3	4
Circle impact rating for Self-Monitoring	0=none	1	2=moderate	3	4=severe

PARENT EXECUTIVE FUNCTIONING PROFILE SCORING

1. Add up the scores for each set of items, based on the item range listed in the table. Write the total in the corresponding "Total Score" box in the Parent Assessment Scores table.
2. Once all scores have been recorded, rank the scores from highest to lowest (i.e., 1 for the highest score, 2 for the next highest, and so on), in the "Rank" column.
3. Add up the total number of scores in each set of items (based on the item range listed in the table below) that are rated a "3" or "4." Write the total number of 3/4 items for each area in the corresponding space in the "Frequency" column.
4. Record the impact ratings for each section, in the "Impact" column.
5. Fill in the Profile Summary (below the Parent Assessment Scores table).

PARENT ASSESSMENT SCORES					
Area of Functioning	Items	Total Score	Rank	Frequency	Impact
Inhibition	1-10				
Emotion Regulation	11-20				
Motivation/Drive	21-30				
Attention	31-40				
Working Memory	41-50				
Shifting	51-60				
Planning	61-70				
Organization	71-80				
Self-Monitoring	81-90				

PARENT EXECUTIVE FUNCTIONING PROFILE SUMMARY	
Area I struggle with most frequently	
Area I struggle with least frequently	
Area that has the most negative impact on my life	
Area that has the least negative impact in my life	
Areas of greatest need (<i>high frequency + high impact</i>)	
Areas of strength (<i>low frequency + low impact</i>)	