Executive Function Definitions

Skill	Definition
Response inhibition 	The capacity to think before you act; this ability to resist the urge to say or do something allows your child the time to evaluate a situation and how his or her behaviour might impact it.
Working memory 	The ability to hold information in memory while performing complex tasks. It incorporates the ability to draw on past learning or experience to apply to the situation at hand or to project into the future.
Emotional control 	The ability to manage emotions to achieve goals, complete tasks, or control and direct behaviour.
Sustained attention 	The capacity to keep paying attention to a situation or task in spite of distractibility, fatigue, or boredom.
Task initiation 	The ability to begin projects without undue procrastination, in an efficient or timely fashion.
Planning/ prioritisation 	The ability to create a roadmap to reach a goal or to complete a task. It also involves being able to make decisions about what's important to focus on and what's not important.
Organisation 	The ability to create and maintain systems to keep track of information or materials.
Time management 	The capacity to estimate how much time one has, how to allocate it and how to stay within time limits and deadlines. It also involves a sense that time is important.
Goal-directed persistence 	The capacity to have a goal, follow through to the completion of the goal, and not be put off by or distracted by competing interests.
Flexibility 	The ability to revise plans in the face of obstacles, setbacks, new information, or mistakes. It related to an adaptability to changing conditions
Metacognition 	The ability to stand back and take a bird's-eye view of yourself in a situation, to observe how you problem solve. It also includes self mentoring and self evaluative skills (e.g., asking yourself, "How am I doing?" or "How did I do?"