Working Memory
Holding information in memory while performing complex tasks.

Metacognition
Noticing how you’re doing. Thinking about how you’re thinking.
Sustained Attention
Paying attention even if you’re tired, bored, or not interested.

Organization
Creating and maintaining a system to keep track of information or materials.
Response

Inhibition

Thinking before you act – to resist the urge to say or do things.

Flexibility

Seeing many sides of an idea or situation. Being able to change and adapt.
Emotional Control
Managing feelings so you can be productive and successful.
Time Management

Estimating how much time you have and how to use it to stay within time limits and deadlines.

Planning and Prioritizing

Creating a roadmap to reach a goal or to complete a task. Deciding what is important to focus on and what’s not.
Task Initiation
The ability to begin projects in a timely fashion.

Goal-Directed Persistence
Following through to the completion of your goal without being distracted by competing interests.