

PLANNING & PRIORITIZING

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EMOTIONAL CONTROL

The ability to manage feelings so you can be productive and successful.

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TIME MANAGEMENT

The ability to estimate how much time one has, how to use it and how to stay within time limits and deadlines. It also involves a sense that time is important.

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GOAL DIRECTED PERSISTENCE

Following through to the completion of your goal without being distracted by competing interests.

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SUSTAINED ATTENTION

Paying attention even if you're tired or bored.

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ORGANIZATION

The ability to create and maintain a system to keep track of information or materials.

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RESPONSE INHIBITION

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

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FLEXIBILITY

Being able to see many sides of an idea or situation. Being able to change and adapt.

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TASK INITIATION

The ability to begin projects in a timely fashion.

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WORKING MEMORY

Holding information in memory while performing complex tasks.

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METACOGNITION

Noticing how you're doing and thinking about how you're thinking.

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