

PLANNING & PRIORITIZING

The ability to create a roadmap to reach a goal, or to complete a task. Making decisions about what is important to focus on and what is not.



EMOTIONAL CONTROL

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



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.



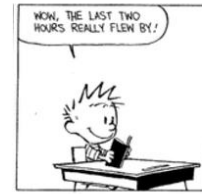
GOAL DIRECTED PERSISTENCE

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



SUSTAINED ATTENTION

Paying attention even if you're tired or bored.



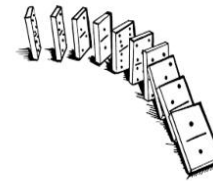
ORGANIZATION

The ability to create and maintain 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

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



TASK INITIATION

The ability to begin projects in a timely fashion.



WORKING MEMORY

Holding information in memory while performing complex tasks.



METACOGNITION

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

