

Executive Functioning & Independence Skills Checklist

(for college-bound students)

Created by Fast Forward College Coaching

Use this checklist to identify skills you already have and areas you want to keep building. Check off what applies to you now and revisit this list as you grow.



Time Management & Planning

- I regularly use a calendar (digital or paper)
- I enter classes, deadlines, and appointments into my calendar
- I manage my own daily and weekly schedule
- I plan ahead for tests, projects, and long-term assignments



Task Initiation & Follow-Through

- I can get started on assignments without excessive reminders
- I stick with challenging or boring tasks until they are finished
- I can adjust my plan if something doesn't work the first time



Coping & Persistence Skills

- I have strategies to manage stress or frustration
- I know what helps me refocus when a task feels overwhelming
- I can take appropriate breaks without avoiding the task completely
- I ask for support when I feel stuck



Academic Responsibility

- I independently track homework and assignments
- I understand course expectations and syllabi
- I seek help early if I'm falling behind



Technology & College Navigation

- I check my course portals (Canvas, Google Classroom etc.) daily
- I track assignments, due dates, and grades online
- I can find key information on my college's website, including academic advisor, course schedule, academic support services, academic calendar
- I know how to use AI appropriately for studying, note taking, etc.



Organization (Physical & Digital)

- My backpack, desk, or workspace is organized
- I have a system for organizing papers and materials
- My computer files are organized into clear folders
- I can find important documents when I need them



Communication & Self-Advocacy

- I send clear, professional emails
- I check my email daily
- I follow up on emails if I don't receive a response
- I can speak up for myself with instructors or staff when needed
- I respond to messages in a timely manner