

Adult's Name: _____ ID: _____ Age: _____ Highest Grade Completed: _____

Occupation: _____ Examiner: _____ Date: ____/____/____

Instructions to Examiner: Item by item, read to the client each symptom listed, and circle the **color** number beneath the words that tell how much the client believes that feeling or behavior has been a problem in the past 6 months. (Optional: Obtain a collateral's rating of the client only after obtaining the client's self-rating. Record by circling the **black** number.) See *Note* on page 2.



1. Listens and tries to pay attention (e.g., in a meeting, lecture, or conversation) but mind often drifts; misses out on desired information.	0	1	2	3
2. Experiences excessive difficulty getting started on tasks (e.g., doing paperwork or contacting people).	0	1	2	3
3. Feels excessively stressed or overwhelmed by tasks that should be manageable (e.g., "no way I can do all this now; this is way too much" though it really isn't all that bad).	0	1	2	3
4. "Spaces out" involuntarily and frequently when doing required reading; keeps thinking of things that have nothing to do with what is being read.	0	1	2	3
5. Is easily sidetracked; starts a task then switches to doing something less important.	0	1	2	3
6. Loses track in required reading of what has just been read and needs to read it again; understands the words, but what was read "just doesn't stick."	0	1	2	3
7. Is excessively forgetful about what has been said, done, or heard in the past 24 hours.	0	1	2	3
8. Remembers some of the details in required reading but has difficulty grasping the main idea.	0	1	2	3
9. Is easily frustrated and excessively impatient.	0	1	2	3
10. Bogs down when presented with many things to do; has difficulty setting priorities, getting organized, and then getting started.	0	1	2	3
11. Procrastinates excessively; keeps putting things off: "I'll do it later," or "I'll do it tomorrow."	0	1	2	3
12. Feels sleepy or tired during the day, even after a decent sleep the night before.	0	1	2	3
13. Is disorganized; has excessive difficulty keeping track of plans, money, or time.	0	1	2	3
14. Cannot complete tasks in the allotted time; needs extra time to finish satisfactorily.	0	1	2	3
15. Intends to do things but forgets (e.g., turn off appliances, get things from store, return phone calls, keep appointments, pay bills, do assignments).	0	1	2	3
16. Is criticized by self or others for being lazy.	0	1	2	3
17. Produces inconsistent quality of work; performance quite variable—slacks off unless "pressure" is on.	0	1	2	3
18. Is sensitive to criticism from others; feels it deeply or for a long time; gets overly defensive.	0	1	2	3
19. Tends to be slow to react or to get started; sluggish or slow-moving; doesn't jump right into things; slow to answer questions or to get ready to do something.	0	1	2	3
20. Becomes irritated easily; "short-fused" with sudden outbursts of anger.	0	1	2	3

	Never	Once a Week or Less	Twice a Week	Almost Daily
21. Is excessively rigid or is a perfectionist (has to get things just so, "picky, picky, picky").	0	1	2	3
22. Receives criticism for not working up to potential (e.g., "could do so much better if only . . . would try harder or work more consistently").	0	1	2	3
23. Gets lost in daydreaming or is preoccupied with own thoughts.	0	1	2	3
24. Has difficulty expressing anger appropriately to others; doesn't stand up for self.	0	1	2	3
25. "Runs out of steam" and doesn't follow through; effort fades quickly.	0	1	2	3
26. Is easily distracted from tasks by background noises or activities; needs to check out whatever else is going on.	0	1	2	3
27. Has a hard time waking up in the morning; finds it very difficult to get out of bed and to get going.	0	1	2	3
28. In writing, must repeatedly erase, scratch out, or start over because of minor mistakes.	0	1	2	3
29. Frequently feels discouraged, depressed, sad, or down.	0	1	2	3
30. Tends to be a loner among peers, keeps to self, and is shy; doesn't associate much with friends of same age.	0	1	2	3
31. Appears apathetic or unmotivated (others think he/she doesn't care at all about his/her work).	0	1	2	3
32. Stares off into space; seems "out of it."	0	1	2	3
33. Often leaves out words or letters in writing.	0	1	2	3
34. Has sloppy, hard-to-read penmanship.	0	1	2	3
35. Forgets to bring—or loses track of—needed items such as keys, pencils, bills, and paperwork ("I know it's here someplace; I just can't find it right now . . .").	0	1	2	3
36. Doesn't seem to be listening and gets complaints from others about it.	0	1	2	3
37. Needs to be reminded by others to get started or to keep working on tasks that need to be done.	0	1	2	3
38. Has difficulty memorizing (e.g., names, dates, information at work).	0	1	2	3
39. Misunderstands directions for assignments, completion of forms, etc.	0	1	2	3
40. Starts tasks (e.g., paperwork, chores) but doesn't complete them.	0	1	2	3

Note. Collateral responses are collected only for the clinical value of the information and are not used for diagnostic purposes.

Total the black numbers for Items 1–40 to obtain the collateral score: _____