

## CABS

**INSTRUCTIONS:** The following items are about strategies some people use. Indicate how well the following statements describe your behaviors in **the past 6 months**.

- 0 – Not at all
- 1 – A little bit
- 2 – Sometimes
- 3 – Quite a bit
- 4 – Often

- \_\_\_\_\_ 1) I check things I've done to make sure I didn't make a mistake.
- \_\_\_\_\_ 2) I often complete tasks as soon as possible so that I do not forget to do them.
- \_\_\_\_\_ 3) I keep things organized so I do not forget where I placed them.
- \_\_\_\_\_ 4) I keep things in sight or in a specific spot to stay organized.
- \_\_\_\_\_ 5) I use planners to keep track of my day-to-day tasks or activities.
- \_\_\_\_\_ 6) I use calendars to keep track of future tasks or activities.
- \_\_\_\_\_ 7) I use to-do lists to keep track of tasks or activities I need to complete.
- \_\_\_\_\_ 8) I use reminders to keep track of important tasks or activities.
- \_\_\_\_\_ 9) I ask my friends or family to remind me of important tasks or activities that I have.
- \_\_\_\_\_ 10) I schedule more time for certain tasks or activities than I initially imagine they will take to make sure that I can complete them.
- \_\_\_\_\_ 11) I use alarms to remind me of important tasks or activities.
- \_\_\_\_\_ 12) I create organizational strategies to help manage day-to-day tasks or activities.
- \_\_\_\_\_ 13) I create budgets to help manage my money/bank accounts.
- \_\_\_\_\_ 14) Before making new commitments I take care of what I have already committed to.

**PLEASE CONTINUE TO THE NEXT PAGE** 

## CABS

**INSTRUCTIONS:** Page one asked about strategies some people use, now we would like to know *if these strategies help you*. Indicate how much these strategies have helped in **the past 6 months**.

**0** – Not at all or **doesn't apply**

**1** – A little bit

**2** – Sometimes

**3** – Quite a bit

**4** – Often

- \_\_\_\_\_ 1b) Checking things helps me avoid making mistakes.
- \_\_\_\_\_ 2b) Completing tasks as soon as possible helps me avoid forgetting to do them later.
- \_\_\_\_\_ 3b) Keeping things organized helps me avoid forgetting where I place them.
- \_\_\_\_\_ 4b) Keeping things in sight or in a specific spot helps me to stay organized.
- \_\_\_\_\_ 5b) Using planners for my day-to-day tasks or activities helps me.
- \_\_\_\_\_ 6b) Using calendars for tasks or activities I need to complete in the future helps me.
- \_\_\_\_\_ 7b) Using to-do lists helps me keep track of tasks I need to complete.
- \_\_\_\_\_ 8b) Using reminders helps me keep track of important tasks or activities.
- \_\_\_\_\_ 9b) I ask my friends or family to remind me of important tasks or activities that I have, which helps me.
- \_\_\_\_\_ 10b) Scheduling more time for certain tasks or activities helps me complete them on time.
- \_\_\_\_\_ 11b) Trying to use alarms helps remind me of important tasks.
- \_\_\_\_\_ 12b) Creating organizational strategies helps me manage day-to-day activities/tasks.
- \_\_\_\_\_ 13b) Creating budgets helps me manage my money/bank accounts.
- \_\_\_\_\_ 14b) Taking care of prior commitments before making new commitments helps me.