

Introduction

This questionnaire is designed to help us get a better understanding of your confidence in your ability to handle cognitively or mentally challenging situations such as multi-tasking, keeping track of several things at once, solving a problem or making decisions in new or unfamiliar situations.

Examples of Mentally Challenging Activities

Any task that makes you think such as learning something new or performing an unfamiliar activity, puzzles such as crossword puzzles or sudoku, strategy games, writing a report, defending your opinion, researching a topic, reading, listening to a lecture, or helping a child with homework.

Other examples include situations that involve a lot of distractions or require thinking about many things at once such as having a conversation with a group of people in a noisy environment; organizing a large party or event, answering the phone and taking messages while paying bills, following a new dinner recipe, coordinating a meeting schedule for several people or arranging a trip or vacation.

Part I – Self Recognition of cognitive lapses

Directions: Using the scale provided, please rate how certain you are that you can **recognize** errors or lapses in mentally challenging activities. *Rate your degree of confidence by recording a number from 0 to 10, next to each statement using the scale given below:*

0	1	2	3	4	5	6	7	8	9	10
Cannot do at all					Moderately Certain can do					Highly Certain can do

In mentally challenging activities or tasks I am sure that I can

**Confidence
(0-10)**

1. Recognize when I forget something _____
2. Recognize when I become distracted _____
3. Recognize when I am having difficulty concentrating _____
4. Recognize when I make a mistake _____
5. Recognize the first signs of mental fatigue _____
6. Recognize when I have missed details/ information _____
7. Recognize when my mind feels cloudy...or less sharp.. _____
8. Recognize when information is being presented too fast _____
9. Recognize when there is too much information for me to process _____
10. Recognize when my strategy or method is not working _____
11. Recognize when I have responded too quickly _____
12. Recognize when I need to let go and move on _____
13. Recognize when I need to rearrange, setup or organize information or material differently _____
14. Recognize when I have missed a step needed to complete a task _____
15. Recognize when I need to take time to plan ahead _____
16. Recognize when I have lost track of what I was just doing _____

Part II Directions: Using the scale provided, please rate how certain you are that you can **do** each of the things described. *Rate your degree of confidence by recording a number from 0 to 10, next to each statement using the scale given below:*

0	1	2	3	4	5	6	7	8	9	10
Cannot do at all					Moderately Certain can do					Highly Certain can do

If a task is mentally challenging, I am sure that I can

- | | Confidence (0-10) |
|--|--------------------------|
| 1. Think of methods to make the activity easier | _____ |
| 2. Figure out ways to reduce distractions if needed | _____ |
| 3. Persist or keep going, even when things become difficult | _____ |
| 4. Figure out ways to prevent information overload | _____ |
| 5. Come up with different solutions to problems | _____ |
| 6. Figure out ways to help keep track of everything | _____ |
| 7. Manage unexpected problems or obstacles | _____ |
| 8. Figure out ways to stay focused | _____ |
| 9. Prevent myself from feeling overwhelmed | _____ |
| 10. Effectively reduce or manage distractions | _____ |
| 11. Think of different strategies or methods that will help me | _____ |
| 12. Learn from my mistakes | _____ |
| 13. Stick with the task until it is finished | _____ |
| 14. Take my time to figure things out | _____ |
| 15. Talk myself through it | _____ |
| 16. Plan ahead, to make things easier? | _____ |
| 17. Manage cognitive or mental fatigue | _____ |
| 18. Think of ways to organize information to make it easier | _____ |
| 19. Ask the right questions to help understanding | _____ |

Part III – Each item below describes a scenario involving a cognitively or mentally challenging situation. For example, the scenarios describe situations where a person needs to stay focused, keep track of a lot of information, and organize thoughts or tasks. You will be asked to identify any difficulties you might encounter in this type of situation as well as strategies or special methods you might use.

1. You have a lot on your mind. You have to make 2 phone calls before you leave the house, complete a check that has to be mailed later today, mail a letter on the way to work, remember to put your computer disk in your bag, bring an umbrella and take your medication before you leave the house, pack lunch, bring an important file and a specific book with you, and remember to pick up your dry cleaning before the store closes and feed the dog.

A. *How certain are you that you can complete everything that you need to do?*

0	1	2	3	4	5	6	7	8	9	10
Cannot do at all					Moderately Certain can do					Highly Certain can do

B. What are some of the potential challenges or problems that you might experience in this type of situation? *(Think about yourself in this type of situation. What difficulties could you run into?)*.

C. What strategies or methods could you use to make sure all tasks are completed successfully and efficiently? *What things could you do to help yourself complete everything ?*

2. If you were reading a chapter in a textbook or a historical book that included unfamiliar information, how certain are you that you can

A. *Recall and summarize the main points of the chapter or book after reading it*

0	1	2	3	4	5	6	7	8	9	10
Cannot do at all					Moderately Certain can do					Highly Certain can do

B. What are some of the potential challenges or problems that you might experience in this type of task? *(Think about yourself doing this task. What difficulties could you run into?)*

C. What strategies can you use to help yourself remember and summarize the information? *(What things could you do to help yourself remember and summarize the information?)*

4. If you have 8 bills to pay, and you are being interrupted every 5 minutes with the phone ringing or people asking you questions, how certain are you that you can

A. *Pay all bills accurately*

0	1	2	3	4	5	6	7	8	9	10
Cannot do at all					Moderately Certain can do					Highly Certain can do

B. What are some of the potential challenges or problems that you might experience in this type of situation? *(Think about yourself doing this type of task. What difficulties could you run into ?)*

B. What strategies or methods can you use to help keep track of everything and make sure the bills are paid correctly ? *(What things could you do to help yourself pay the bills correctly).*

5. If you had to call 15 different people to find out their availability of an event you are planning and determine the best day and time to hold the event, how certain are that you can

A. Complete the task (*dialing phone, keeping track of who you called, organize information and accurately figure out best day and time*) efficiently.

0	1	2	3	4	5	6	7	8	9	10
Cannot do at all					Moderately Certain can do					Highly Certain can do

B. What are some of the potential challenges or problems that you might experience with this type of task? (*Think about yourself doing this type of task. What difficulties could you run into?*)

C. What strategies or methods can you use to make sure everything is completed successfully and efficiently? (*What things could you do to help yourself complete this task?*).

6. You have 3 new bottles of medication with different instructions. One medication needs to be taken once every other day, before bedtime. Another needs to be taken three times a day (morning, noon and night) following a meal, while the third needs to be taken every morning and evening. How certain are you that

A. *You can take all of the medications at the correct times*

0	1	2	3	4	5	6	7	8	9	10
Cannot do at all					Moderately Certain can do					Highly Certain can do

B. *What are some of the potential challenges or problems that you might experience with this? (Think about yourself doing this type of task. What difficulties could you run into ?)*

C. *What strategies or methods can you use to help make sure you take all of the medications at the correct times ? (What things could you do to help yourself take all the medications correctly?).*

Part IV. Self Efficacy for Cognitive Everyday Tasks

Directions: Using the scale provided, please rate how certain you are that you can **do** each of the tasks described below. *Rate your degree of confidence by recording a number from 0 to 10, next to each statement using the scale given below.*

0 1 2 3 4 5 6 7 8 9 10

Cannot
do at all

Moderately
Certain can do

Highly
Certain can do

How certain are you that you can

	Confidence (1-10)	N/A
1. Remember to pay your bills on time		
2. Follow a conversation with a group of 5 people		
3. Plan and organize a party with 25 people for a friend		
4. Recall 4-5 things that you need to do during the day without looking at a list		
5. Follow written directions to a new location that involve 7-8 steps		
6. Pay attention to details when reviewing bills		
7. Shop online and purchase a list of 12 items from 3 different stores		
8. Remember at least 5-6 items in your refrigerator without looking		
9. Meet required deadlines for work tasks		
10. Go shopping and buy 4-5 needed items without writing them down		
11. Mentally keep track and compare 3 prices of the same item when shopping in a store or catalog (eg. recall prices you saw in a different store or catalog)		
12. Complete forms accurately (such as insurance claims, credit card or bank applications)		
13. Summarize and explain a novel you recently read to someone else		
14. Mentally keep track of everything you need to do when cooking a new vegetarian dinner for the first time, for 4 people		
15. Recall 3-4 details of a 15 minute conversation from the day before		

16. Organize important papers such as bills or insurance forms so that they can be easily located when needed.		
17. Plan and organize a weekend trip for yourself and 3 others to a city you have never been to before in Europe		
18. Mentally keep track of which pills you took and when you took them during the day for 2 different medications		
19. Complete all your daily tasks within expected time frames		
20. Plan and organize a menu for a holiday party with 10 people		
21. Complete a list of 8-10 daily errands		
22. Remember to pick up a prescription at the drugstore later in the day without writing it down		
23. Clearly express your thoughts within an e-mail or letter		
24. Understand a 10 minute lecture, speech or presentation on a topic of interest		
25. Verbally provide information to open a new credit card account over the telephone		