

Increasing Time Awareness on Tasks

This worksheet will help you increase your ability to accurately predict how long a task will take you to complete.

Follow these steps:



1. Enter a list of upcoming tasks in the column on the left. Include life tasks (ie. getting ready for the day, commuting, dishes, etc.) as well as school tasks (ie. studying for a chem test, math problem set, etc.)



2. Estimate how long it will take you to complete the task.

3. Write down the time when you start each task. Do this right before you start the task. Avoid guessing or approximating a start time.



4. Write down the time when you finished each task. Do this right when you finish the task. Avoid guessing or approximating an end time.



5. Calculate how long the task actually took you. This number goes in the Actual Time Elapsed column.



6. Compare your estimated time with the actual time. This will give you information on the accuracy of your time estimates.



You will only get better at time estimating with practice. Repeat this exercise daily until you are estimating time more accurately.

Task	Estimated time to complete	Start	Finish	Actual elapsed time
				