**ESTIMATING TIME *ACCURATELY***

**THURSDAY TO DO:**

1. Read chapters 1-4 Freidman (80 pages)
2. Outline essay
3. Study for Spanish test
4. Write 2 page reflection paper

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK** | **ESTIMATED TIME** | **ACTUAL TIME** | **NOTES** |
| Freidman ch.1, 2 (40 pgs) | 40 minutes | 1 hr 10 mins | Dense reading and small font! |
| Freidman ch 3, 4 (40 pgs) | 1 hr 10 mins | 1 hr 10 | Next time, start reading earlier so I only have to read 2 chapters a day |
| Outline essay | 1 hr | 30 min | Thought about essay all day, so when I actually sat to write it down, it came quickly |
| Study for Spanish test | 1 hr | 1 hr |  |
| Reflection paper | 10 mins | 20 mins | Had to review class notes before I could write reflection, which added more time |

**ESTIMATING TIME *ACCURATELY***

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK** | **ESTIMATED TIME**  | **ACTUAL TIME**  | **NOTES** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Estimating Time Accurately**

BREAK YOUR TASKS UP INTO SMALLER, REALISTIC CHUNKS

* If you try to tackle too much at once, it can be overwhelming and discouraging. Understand yourself and how long you are able to focus, and break tasks up based on your limits.

PLUG INTO A WEEKLY CALENDAR

* Look at when you have blocks of time to study, and plug tasks into those blocks.

PLAN BREAKS/REWARD YOURSELF

* If you know you have several hours of work to do, plan for breaks to avoid burning out. More often than not, you will come back to your work refreshed and accomplish more than you could have if you did not rest.
* Give yourself incentives to finishing work. (i.e. for every two chapters you read, watch some TV, call a friend, or so something to wind down)

BE REALISTIC ABOUT YOUR ENERGY LEVEL

* If you have been in class 3 hours, then worked 5 hours, don’t plan to start studying the minute you get home. If you usually take an hour rest and eat after a long day, plan for that and start studying after.

IT’S OKAY TO NOT BE PERFECT

* Do the best you can with what time you have, but also remember that you cannot always finish everything at 100%.
* Prioritize and do what is important.

YOU WILL IMPROVE

* The more you practice estimating time, the better you will get. Guaranteed.