**ESTIMATING TIME ACCURATELY**

BREAK YOUR TASKS UP INTO SMALLER, REALISTIC CHUNKS

* *Understand yourself and how long you are able to focus, and break tasks up based on your limits.(i.e. break up 2-hour long assignment into 25 to 15 minute increments)*

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.*
* *Give yourself incentives to finishing work. (i.e. for every two chapters you read-call a friend)*

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.*

IT’S OKAY TO NOT BE PERFECT

* *Do the best you can with what time you have*

YOU WILL IMPROVE

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

**EXAMPLE**

**TODAY’S TO DO LIST:**

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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |



Managing Time Effectively