

## 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

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