

# How Long Does It Take?

## What to Know

Figuring out how much time you need for a task gives you an idea of how long you need to spend to complete that task. It also helps you stay on track and avoid distractions.

The time it takes you to complete a task might be different for other people.

Many tasks, both at home and at work, involve effective time management. Your ability to manage your time effectively at work is likely linked to your job performance and for most people it is part of how their work is evaluated.

Good time management involves developing a strategy to realistically estimate time for specific tasks and this takes practice.

## What to Do

First, practice with some tasks. Estimate the time for each activity, then try it.

Make and then eat a sandwich.

Estimate: \_\_\_\_\_ Actual time: \_\_\_\_\_

Read a chapter in a book.

Estimate: \_\_\_\_\_ Actual time: \_\_\_\_\_

Clap your hands 100 times.

Estimate: \_\_\_\_\_ Actual time: \_\_\_\_\_

Research the temperature at the hottest place on earth.

Estimate: \_\_\_\_\_ Actual time: \_\_\_\_\_

Now, complete the chart on the next page for tasks you have to do each day for the next week. Note the date and briefly describe the task. Before you complete the task, estimate how much time it will take. Then write down how long it took to complete the activity. In the final column, write down what you can do differently next time if your estimate and actual times were very different.



