**Estimating Your Time Worksheet**

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| What is the task or project you are going to work on?  | How long do you think it will take you to complete the task? | How long did the task or project actually take you to complete?  | What stopped you from completing the task/project ? (I.E. phone calls, mind clutter) | How can I change my approach in order to work more effectively?  |
| Declutter the papers off of my desk | Half an Hour | Took me an hour | I kept on checking my text messages every time my phone went off  | I will put my phone on vibrate and put it in my end table until I am finished  |
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