

Organizing Time Around Priorities and Deadlines Graphic Organizer

Estimates Versus Actual

We all estimate how long activities will take us to finish. This can help us figure out what is reasonable to be able to complete during specific time frames.

Estimate how long each of the following activities may take you today...then after you have completed the activity, write down how long it actually took:

Activity	Estimated Time	Actual Time
	minutes	minutes
	minutes	minutes