

## Organizing Time Around Priorities and Deadlines Graphic Organizer (Example)

## **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
Morning preparation for school	minutes	minutes
Travel to school	minutes	minutes
Getting settled into class	minutes	minutes
Getting out materials in class	minutes	minutes
Organizing your binder	minutes	minutes
Eating lunch	minutes	minutes
Writing down homework	minutes	minutes
Changing clothes for job	minutes	minutes
Putting away materials at job	minutes	minutes