Time Management Worksheet

Directions: Use this log to help you understand how long certain tasks take to complete.

1) Think about your morning routine and list the tasks you routinely perform and estimate how long you think it takes you for each one.
Examples: Take a shower, get dressed, make coffee, eat breakfast, pack bag, commute to work.
2) Using your watch record how long each task actually takes.
3) Calculate the difference between your estimate and how long each task.
Based on your results you may need to wake up earlier.

TASK	ESTIMATED COMPLETION TIME	ACTUAL COMPLETION TIME