Task Time Reflection

Reflecting on how much time it takes you to complete specific task can be helpful as there is often a tendency to underestimate how much time it may take. This can be problematic if you are stretched for time or underestimating makes it that you don’t plan enough time and become rushed. This pressure can create a flare up in your disability (e.g., increased pain, panic, etc.).

Recommended steps to analyze the time it takes to complete tasks include:

1. Estimate and write down how much time you think you need
   1. Use the chunking template or Task Time Reflection
2. Start the task and a timer track how much time you spent on the task. Stop the timer for washroom breaks, etc., to ensure you track the actual amount of time you focused on the task.
3. Compare the difference between your planned time and actual/used time
4. Consider if there was anything that got in the way or slowed your progress and what you could change for next time (e.g., use headphones to reduce distraction, turn off notifications on phone and computer, etc.)
5. Apply the actual time for future estimations on tasks. Continue to do this until you feel comfortable that you are able to estimate the time you need to complete your work more accurately.

Reflection Questions:

* Was my estimation correct?
* How much was I off in my estimation for how long it will take to complete a task?
* What impacted my actual time (e.g., it took me longer to read the material and understand it, I needed to take frequent rests to manage my pain or cognitive fatigue, etc.)?
* What got in the way of completing the task? What is in my control? What isn’t?
  + Is there anything impacting my completion time that I can control for future work (e.g., use headphones to reduce distraction, turn off my notifications on my phone and computer so I don’t get notifications, etc.?).

#### Next Steps:

Apply the actual time for future estimations on tasks. Continue to do this until you feel comfortable that you are able to estimate the time you need to complete your work more accurately.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Estimated Time** | **Actual Time** | **Difference** | **Comments**  (What helped? What hindered? What can you change?) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |