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.

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