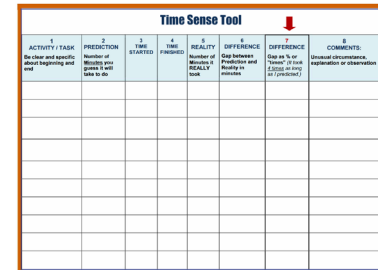# The 5 Day Challenge: Develop an Accurate Time Sense

INSTRUCTIONS: How to Use the TIME SENSE TOOL

>> CLICK to download the TIME SENSE TOOL

- COLUMN 1: Enter a task or activity you've chosen in Column 1.
  For example, it might be 'wash the dishes', or 'write weekly report'.

- COLUMN 2: Estimate how long you think the task will take you, in minutes, and write this in column 2. For example, if you think it will take 1 hour, write it as "60 minutes" in column 2.

- COLUMN 3: Record the time you started the task in Column 3.

- COLUMN 4: Write the time you stopped the task in Column 4.

- COLUMN 5: Record the number of minutes that the task actually took you in Column 5.

- COLUMN 6: Write the difference between Column 5's number and your estimate in column 6. So, if your estimate was 60 minutes, but it actually took you 90 minutes, you'll write 30 in Column 6.

- COLUMN 7: In column 7, record how many times (x) off your estimate was. So, if you estimated 60 minutes and it took you 90 minutes, you'll divide 90 (the actual time) by 60 (your estimated time) to get 1.5. So, in this case, the task took you 1.5 x longer than your estimate.

- COLUMN 8: Comment on anything you think might be important about the task or findings in Column 8. Useful comments to record might be anything unusual that contributed to your results, or any interruptions that occurred, or information such as the time of day or the place you did the task (more about this in my daily tips.)

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