# 🚀 Competence Builder 2 – Plan, Estimate and Compare

## 1 - Exercise Overview & Setup

### Activity Objective

Improve your ability to estimate how much time tasks require and build significantly more realistic schedules.

### Required Materials & Time Investment

Requires a Reflection Journal or notebook and a timing device (clock, watch, or smartphone timer).

Takes ~15 minutes of dedicated planning and reflection, plus standard task execution time.

## 2 - Task Selection

Select three distinct task types such as answering emails, preparing a document, studying a topic, organizing/cleaning, or completing administrative work.

## 3 - Step-by-Step Task Tracking Workflow

**BEFORE**

### 1. Task Definition

Write down exactly what you need to do.

### 2. Time Estimation

Record your predicted completion time in minutes.

### 3. Risk Identification

Note possible interruptions or anticipated difficulties.

**AFTER Task Execution**

### 4. Actual Time Tracking

Record the total actual minutes required to complete the task.

### 5. Variance Analysis

Identify what specific factors caused any difference between estimated and actual time.

### 6. Future Calibration

Note what duration you would estimate for a similar task next time.

## 4 - Final Reflection & Self-Evaluation

### Identify Estimation Biases

Ask yourself whether you tend to systematically underestimate or overestimate task completion times.

### Pinpoint Problem Categories

Determine which specific types of tasks present the biggest challenge for accurate estimation.

### Adjust Future Scheduling Strategy

Evaluate whether you need to integrate extra preparation time, rest breaks, or buffer time into future schedules.

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