Competence Builder 2 – Plan, Estimate and Compare

Objective: Improve your ability to estimate how much time tasks require and create more realistic schedules.

Choose three tasks that you will complete during the next two days. The tasks should be different, for example:

- answering emails,
- preparing a document,
- studying a topic,
- cleaning or organising something,
- completing an administrative task.

Before starting each task, write down:

- what you need to do;
- how many minutes you think it will take;
- possible interruptions or difficulties.

After completing it, record:

- the actual time required;
- what caused any difference between the estimated and actual time;
- what you would estimate next time.

After completing all three tasks, compare your results.

Ask yourself:

- Do I usually underestimate or overestimate time?
- Which types of tasks are hardest for me to estimate?
- Should I include more preparation time, breaks or buffer time in future plans?

Materials needed: T1 (Reflection Journal) or notebook, clock, watch or smartphone timer

Approximate duration: Approximately 15 minutes of planning and reflection, in addition to the normal time needed for the three tasks