

Set aside enough time. For each task you start, think about how long it will take you to finish. Then add on some more time just in case. Compare it with how long it actually took you when you are finished.

Task	Time I Will Put Aside To Complete It	Time It Actually Took To Complete It
1.)		
2.)		
3.)		
4.)		
5.)		
6.)		
7.)		
8.)		
9.)		
10.)		