

HOW MANY MINUTES?

»» TASKS AT HOME

TIME MANAGEMENT Skills



ESTIMATING TIME

- Time management skills involve the ability to prioritize the steps needed to complete a task and schedule them with adequate timing to complete the work satisfactorily.
- A student needs to estimate the passing of time to plan how long it will take to complete these tasks at home so they can make better decisions for completing chores and reaching deadlines.



TIME MANAGEMENT

»» TASKS AT HOME

ESTIMATING TIME: HOW MANY MINUTES? **I**

This activity can help you learn to plan how long it will take to complete these tasks at home so you can make better decisions for completing chores and reaching deadlines.

- DIRECTIONS:
1. Read each task and guess how long it would take to complete these tasks you do at home.
 2. Next, actually complete the task. Did you come close to guessing the time needed? If not, did you guess too much or too little time?

Tasks at Home	Guess How Many Minutes??	Actual Time in Minutes
Make your bed		
Wash the dishes		
Take out the garbage		
Clean your entire bedroom		
Sweep the floor		
Take a bath or shower		
Complete your homework		
Read one chapter of a book		
Vacuum the living room		
Fold 10 towels		
Place your clean laundry into your drawers and closet		
Walk around the block		