## **Task Completion**

Complete the chart for tasks you must do each day. Note the date and briefly describe the task. Before you complete the task, estimate how much time it will take. Then write down how long it took to complete the activity. In the final column, write down what you can do differently next time if your estimate and actual times were very different.

Date	Task	Estimated time to	Actual time to	What can you do
		complete	complete	differently?