



Getting Real About Time

Task (#1)	Estimated Time (#2)	Actual Time (#3)	Goal/ Priority (#4)	Dump/Delegate/ Diminish/Defer/Do (#5)
Tasks from your To-Do list				
Routine tasks NOT on your To-Do list				
Tasks that have been on your To-Do list for MONTHS/YEARS ☺				

- Directions:
- (#1) List the tasks on your to-do list and ones that you routinely do but never put on your list.
 - (#2) Estimate how long it will take you to complete the task.
 - (#3) Time how long it takes to actually complete the task.
 - (#4) Which of your goals or priorities does this task support?
 - (#5) Choose one of the 5 Ds. (watch [Dhuck Your Responsibilities](#))

