

IN SIGHT for Oregon Lawyers and Judges

IMPROVING THE QUALITY OF YOUR PERSONAL AND PROFESSIONAL LIFE

SIMPLE TIME MANAGEMENT TOOL

“If you’re consistently late by a different amount of time, sometimes 5 minutes, sometimes 15, and sometimes 40, you’re not good at estimating how long things actually take,” says Julie Morgenstern, author of *Time Management from the Inside Out*.

Take a couple of weeks to honestly keep track of how long it takes to do routine things; include everything from drive times to mundane necessities like blow-drying your hair or taking a shower. Write down how long you *think* it will take to do something, along with how long it *actually* takes. This will help you find a pattern so you can adjust your time estimates.

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