

Time management

Build Time for the Whole Task

Adults and teens 13+ | 10 to 15 minutes

A task often includes hidden time for finding materials, getting ready, waiting, and switching activities. Choose one task you repeat. The goal is to learn from an observation, not to catch yourself being slow. Timing is optional if it creates pressure; a rough sequence can also help.

Estimate once, observe one attempt if useful, and revise the plan to include preparation, interruptions, and a buffer.

Include the hidden parts

Write the steps before and after the main activity. For an appointment, transport and leaving home are part of the plan. Note factors outside your control, such as a bus delay, symptoms, or caregiving interruptions.

Make the next estimate usable

Use what you learned to add a reminder, earlier preparation, a buffer, or a different commitment. If the available time cannot fit the task, consider reducing scope or requesting support rather than relying on panic to close the gap.

1. What task am I planning, and what is my current estimate?**2. What preparation, waiting, or transitions does it include?****3. What did one attempt reveal about time and barriers?****4. What estimate, buffer, or support will I use next time?****Clinical use and adaptation**

Keep observation voluntary and nonpunitive. Consider disability, medication effects, pain, fatigue, caregiving, transport, and control over schedules. Do not assign a productivity standard or diagnose from inaccurate estimates. If tracking worsens distress, use a verbal review or a simpler planning approach.