



F11 Exploring time

F11 Brief description:

The template allows you to build up accurate knowledge of how long tasks take or how long you spend on a particular activity.

The template has 2 identical, portrait pages. It can be down loaded as a pdf or a Word document.

F11 Instructions:

- To work on a hard copy, select the appropriate settings on your printer if you want a single page; for double-sided printing, select flipping or binding on the long edge if you want to keep the pages in an A4 ring binder.
- Draw a line between individual activities to keep them separate.
- To work on a computer, download the file and save to an appropriate location with a name that will help you find it later.
- **Activity:** describe what you are doing.
- **Expected time:** record how long you expect the task to take or how long you want to spend on an activity.
- **Start:** record the time you start.
- **End:** record the end time.
- **Actual time:** work out the actual time.
- **Reflect:**
 - How does the actual time compare with the expected time?
 - When does the difference matter?
 - Does the difference impact on others?
 - Do you need to use the information to let your life flow better?