



Task Analysis & Time Estimation Sheet

Task: _____

Estimated Time Needed to Complete →

Actual Time Needed to Complete →

Difference Between Estimate & Actual →

Steps:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. *Add more lines as needed on the back of this sheet.*