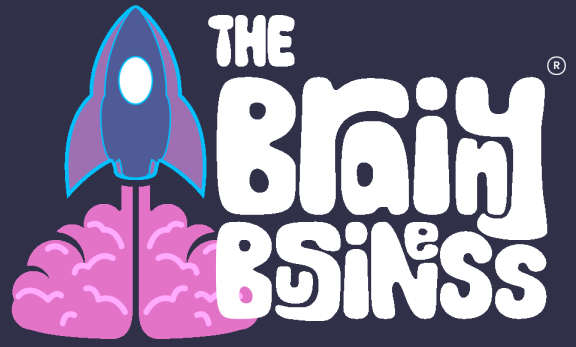


# PLANNING FALLACY

## WORKSHEET



Humans are notoriously bad at expecting things will be completed faster and cheaper than they are. Planning fallacy is a big reason why.

Should you do this thing right now? Check the URGENT / IMPORTANT scale:

<p><b>URGENT</b> <b>not important</b></p> <p>Probably not worth doing</p>	<p><b>URGENT</b> <b>IMPORTANT</b></p> <p>Do these things first</p>
<p><b>not urgent</b> <b>not important</b></p> <p>Don't do these things!</p>	<p><b>not urgent</b> <b>IMPORTANT</b></p> <p>Schedule these out</p>

### How Long Will It Take?

Plan for breaks and distractions. Add up the external factors. An 8 hour day can quickly become 4-4.5 hours of productive time. Write 3 obstacles that could slow you down:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Unpack It For Better Estimates!

Break down your task into its smallest components and assign times for each--add at least 10% to whatever you think the time will be:

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