



### **ON NEW COMMITMENTS: A PRACTICE**

Do you find yourself overcommitted and overwhelmed by what is on your plate? Do you consistently underestimate the time it will take to accomplish a given task and as a result, you have difficulty meeting your commitments? Here is a practice developed by Beth Bloomfield that will help you.

Before you agree to take on another big commitment, take a few minutes of uninterrupted time to make a list of all the tasks that would be involved to do the job.

In one column, write down the amount of time you think each task will take to complete, and then in a separate column estimate the time involved in the tasks already underway, both routine and special projects.

Total the time for each column, then add them together. Now double the time you've estimated for the new commitment, and agree only to this more realistic completion date.

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