

# Time Sense Reset Worksheet

Sunrise Virtual Assistant Services

Welcome! This worksheet is designed to help you recalibrate your perception of time and enhance your productivity. Take a moment to relax and center yourself before starting.

## Timer Test Table

Estimate how long different durations of time are. Then, use a timer to see how close you are!

*Instructions: Close your eyes and try to estimate the time indicated below. Record your estimates in the 'Your Estimate' column.*

Duration	Your Estimate	Actual Time	Difference
30 seconds	...	...	...
1 minute	...	...	...
3 minutes	...	...	...
5 minutes	...	...	...
10 minutes	...	...	...

## Reflection Prompts

*Instructions: Use the space below to reflect on your relationship with time. Consider how your time perception impacts your daily life and work. Jot down any insights or observations.*

- What did you learn about your time perception during the timer test?

...

- How does your time sense affect your productivity and stress levels?

...

- What strategies can you implement to improve your time management?

...

## Quick Productivity Tips

Here are a few simple tips to help you regain control of your time and boost productivity:

1. **Time Blocking:** Schedule specific blocks of time for different tasks.
2. **Pomodoro Technique:** Work in focused bursts (e.g., 25 minutes) with short breaks.
3. **Prioritize Tasks:** Focus on the most important tasks first.
4. **Minimize Distractions:** Create a quiet workspace and turn off notifications.
5. **Regular Breaks:** Step away from your work to recharge and prevent burnout.

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