

LESSON 11: CATCHING TIME

Directions

DONE (the goal)

In this lesson, you will strengthen your ability to sense the passage of time during your daily activities as you practice monitoring the passage of time and “catching it” before you run out of time during a task. When you practice catching time, you will learn to divide your attention: to work on a task while at the same time being aware of and feeling how time is passing so that you don’t feel rushed, miss deadlines, or arrive late to your next activity.

DO (the steps you will take)

- Choose one or more of the pre-printed tasks on the Catching Time Chart or write the name of a different task you will be doing soon.
- Write the specific amount of time you plan to spend working on that task.
- When you begin the task, set a timer for the time you have planned. For example, if you plan to read for 10 minutes, set a timer for 10 minutes. See if you can—without looking at a clock or time-telling device—catch the time and guess when 8 or 9 minutes have passed and the timer is about to ring.
- If the timer rings before you catch the time, write “No” in the Did You Catch the Time column. If you catch the time before it rings, write “Yes” and note how close you were to the timer ringing (e.g., 1 minute, 2 minutes, 30 seconds).
- Complete the self-reflection questions provided after the chart. *Note:* Some of these questions repeat questions that you were asked in the previous lesson. The more often you consider these questions, the stronger you will become at internalizing and applying them in your daily life.
- Practice! Continue to repeat these steps over time with the same activity and with new activities and reflect to see improvements.

Example:

Task	Amount of Time Planned	Did You Catch the Time?	How Close Were You to the Timer Sounding?
boiling water for mac and cheese	8 min	no	—
take out the trash and recycling and replace bags in the trash cans	10 min	yes	1 min before
reading	10 min	yes	1 min before
shower	10 min	no	—



GET READY (the materials you will need)

- A copy of the Catching Time Chart
- A copy of the Self-Reflection Questions
- A timer
- Pen or pencil

Activity: Catching Time

Task	Amount of Time Planned	Did You Catch the Time?	How Close Were You to the Timer Sounding?
Make a snack or a meal			
Make your bed or tidy your room			
Read a news article			
Write a paragraph			
Make lunch			
Put away laundry			
Set the dinner table			

Task	Amount of Time Planned	Did you Catch the Time?	How Close Were You to the Timer Sounding?

Self-Reflection Questions

Catch the Time Self-Reflection Questions

Overall, did I tend to catch the time or did the timer sound while I was still focused on the activity and not aware of time?

Were there certain kinds of activities during which it was harder for me to catch the time accurately (e.g., working on an art project, checking social media)? If yes, list these activities:

Why was it harder to catch the time during these activities?

What are some strategies I can use when I'm doing these activities to help me know when to get ready to make a transition?

Note: Need some additional strategies? The Shade/Mark/Check Method and the Time Robber/Time Saver activities discussed in Volume 2 of the Time Tracker Program can help.