

## How Will You Use Your 168 Hours?

If we multiply **24 hours in a day X 7 days in a week**, the product is **168 hours**.  
Beginning with your 168 hours, we will now take away time for daily activities.

		<b>168 HRS.</b>
<b>SLEEP</b>	Attempt to get 8 hours of sleep per night. Take away 56 hours per week.	- 56 hrs.
<b>MEALS</b>	Let's approximate an hour per meal each day in order to enjoy well-balanced and relaxing meals.	- 20 hours
<b>CLASSES</b>	How many units are you enrolled in? We will assume enrollment in 15 units, so we must also subtract the 15 hours you spend in class each week.	- 15 hrs.
<b>STUDYING</b>	It is recommended to study using the 2:1 ratio. That means for every hour you spend in class, you should spend two hours studying. If you spend 15 hours a week in classes, then you should ideally spend 30 hours studying.	- 30 hrs.
<b>PERSONAL TIME</b>	This combines showers, laundry, and other personal activities that would equal about an hour a day.	- 7 hrs.
	After allowing generous amounts of time for sleep, meals, classes, studying, and personal time, you have forty hours remaining.	<b>40 HRS.</b>

### WHAT CAN YOU DO WITH THOSE REMAINING 40 HOURS?

### START BY STRUCTURING YOUR TIME INTO **BIG CHUNKS** AND LITTLE BITS.

Big Chunks of time include:

- ❖ Time spent in class, studying, attending tutoring, Supplemental Instruction, etc.
- ❖ Time spent working.
- ❖ Volunteering or extracurricular activities.
- ❖ Relationships, social events, attending movies, concerts, etc.
- ❖ Time spent exercising.

Little Bits of time are smaller portions of your day, such as time traveling to/from school, or:

- ❖ **In 5 minutes I could:** check and update my "to-do" list or planner, empty the garbage, or water my plants.
- ❖ **In 10 – 15 minutes I could:** get supplies for a project organized, review my study cards, sort my laundry, straighten my desk, take care of my nails, or make a phone call to family/friend.
- ❖ **In 20 – 30 minutes I could:** complete a reading worksheet of the next chapter in one of my classes, review my notes, or read something for relaxation or meditation.