

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.		168 HRS.
SLEEP	Attempt to get 8 hours of sleep per night. Take away 56 hours per week.	- 56 hrs.
MEALS	Let's approximate an hour per meal each day in order to enjoy well-balanced and relaxing meals.	- 20 hours
CLASSES	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.
STUDYING	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.
PERSONAL TIME	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.		40 HRS.

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.

Adapted from Indiana University of Pennsylvania – Your Time Management