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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SLEEP</strong></td>
<td>Attempt to get 8 hours of sleep per night. Take away 56 hours per week.</td>
<td>- 56 hrs.</td>
</tr>
<tr>
<td><strong>MEALS</strong></td>
<td>Let’s approximate an hour per meal each day in order to enjoy well-balanced and relaxing meals.</td>
<td>- 20 hrs.</td>
</tr>
<tr>
<td><strong>CLASSES</strong></td>
<td>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.</td>
<td>- 15 hrs.</td>
</tr>
<tr>
<td><strong>STUDYING</strong></td>
<td>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.</td>
<td>- 30 hrs.</td>
</tr>
<tr>
<td><strong>PERSONAL TIME</strong></td>
<td>This combines showers, laundry, and other personal activities that would equal about an hour a day.</td>
<td>- 7 hrs.</td>
</tr>
</tbody>
</table>

After allowing generous amounts of time for sleep, meals, classes, studying, and personal time, you have **40 hours remaining**.

**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