



**Time Management:  
Available Hours in a Week**

***EXAMPLE:***

168 hours in a week  
-56 hours of sleep (generous)  
-21 hours of eating (gluttonous)  
-20 hours of attending classes  
71 hours/week or 10 hours/day for study, recreation, and everything else

***YOU:***

168 hours in a week  
-    hours of sleep (generous)  
-    hours of eating (gluttonous)  
-\_\_ hours of attending classes  
   hours/week or \_\_\_ hours/day for study, recreation, and everything else

**What do you want to do in this time?**

**How will you spend it?**

**What is important to you?**