

### My time management

Take a moment to compile everything you'd like to do in a typical week. Observe your *"I should"*, the ideals imposed by society and your own schemes. Indicate the time you use now in a standard week for each activity. Then, note how many hours you would ideally dedicate for each activity and, finally, look at your answers through a realistic eye and adjust the number of hours dedicated to each task making sure the total is 168 hours (number of hours we have in a week).

Task	Time used now for my task	Ideal number of hours I would like to dedicate to my task	My realistic evaluation of time needed to complete my task
Sleep			
Doing groceries and running errands			
Eating meals/ snacks			
Getting ready in the morning			
Personal hygiene (wash, brush teeth and use the bathroom)			
Work			
Overtime			
Academic classes			
Homework or any other additional studies			
Commute			
Housework			
Laundry and folding the clothes			
Renovations/repairs			
Landscaping			
Taking care of children			
Taking care of loved ones			
Family activities and gatherings			

Social activities or time spent with friends			
Physical activities/training: Activity 1: Activity 2: Activity 3:			
Taking care of pets			
Hobbies			
Meditation or spiritual congregation activities			
Time spent outdoors			
Artistic or creative activities			
Time spend making music			
Volunteer work			
Reading: Books on personal growth: Books about topics or biographies: Novels or other soft reading material:			
Relaxation/ Resting			
Taking appointments for yourself or family members			
Watching TV			
Talking to friends or loved ones over the phone			
Time spent on social media			
Quality time spent with your partner			
Times of intimacy			
Time spent making gifts and/or treats for others			

Translated by Emilie Labrie, Trainer in Psychosocial Intervention, from “*Ma repartition du temps*” by Isabelle Soucy, Ph.D. ([www.isabellesoucy.com/documents](http://www.isabellesoucy.com/documents))


Total:

must = 168 hours