

HOW YOU SPEND YOUR TIME

Consider - How do we create our own stress?

Are you trying to fit too much into the day? Do you have too much time on your hands?
Are you disorganised? Always feeling under pressure? Are you bored ? Do you put things off until the last minute?

Fill in the number of hours you spend each day on the activities listed for a week or two:

Activity	Number of Hours Spent						
	Mon	Tues	Weds	Thur	Fri	Sat	Sun
Eating							
Personal Hygiene							
Sleeping							
At NTU/ Tutorials etc							
Working (job)							
In the Library							
Travelling							
Shopping							
Domestic Chores							
Cooking							
Watching TV/ PC Games							
Playing Sport/ Exercise							
Being With Friends/ Socialising							
Communicating with Family							
Other Activities							
Total Hours Spent							

Consider - how can you change your routines? Or are you using your time chaotically and need to implement some more structure and routine into your day? Time management is about taking control of your time so that you do the things you want to do in life and feel better about the things you have to do. When people are doing what they want and need, they suffer less stress.