

1 WEEK = 168 HOURS

HOW DO YOU SPEND YOUR TIME?

TIME IN CLASS

Hours taking part in classes, workshops and internships.

STUDY AND SCHOOL WORK

Hours doing homework, studying, working on school projects, team meetings, etc.

PAID WORK

Hours spent at your job or self-employment (caretaking, lawn mowing, etc.).

SCREEN TIME

Time spent in front of screens (social media, video games, television, computers, tablets, etc.)

*Time not spent on paid work, study or homework.

COMMUTE AND TRANSPORTATION

Hours spent in transportation (school, activities, job, etc.)

SPORTS AND ENTERTAINMENT

Hours practicing physical activities, social gatherings and volunteering.

MEALS AND DAILY LIFE

Hours spent preparing and eating meals, shopping, personal care or doing chores.

SLEEP

Hours spent sleeping (including naps).

FAMILY MANAGEMENT

Hours dedicated to a dependent child or adult.

168
HOURS

-

TOTAL
HOURS
USED

=

TOTAL
HOURS
LEFT

MANAGING YOUR TIME SPENT STUDYING OR DOING SCHOOL WORK ALSO HELPS IN REDUCING YOUR STRESS LEVEL!

TIPS and TRICKS for Studies and school work:

You want to be more efficient?

- **Your school agenda** will be your best friend when it comes to planning your school work and preparing for exams
- **Make a list** of your homework and school projects and **establish a priority list**.
- Split a **big project into smaller parts** so it's more encouraging!

Studying isn't always exciting, **but it's worth it.**

To make the most of your study sessions, here are two resources that will be a great help:

¹ [\[Alloprof – Study & Exam Tips\]](#) ↗

² [\[RAP Côte-Nord – Cheating and anchoring techniques\]](#) ↗



A POSITIVE WORK EXPERIENCE HELPS YOU GROW ACADEMICALLY, PERSONALLY AND PROFESSIONALLY!!

TIPS and TRICKS for balancing studies, work and personal life:

Find out how you're balancing your studies, work and personal life.

Complete the JeConcilie questionnaire and receive practical advice on managing your stress and staying on track with your academic success:

³ [\[JeConcilie – Get an overview of your studies, work and personal life\]](#) ↗

Talk to your employer:

- Discuss your needs regarding your **work schedule**
- Ask in advance to reduce your hours during **exam periods**
- Talk to them when you feel **overworked, anxious** or **demoralised**

Do you work more than 15 hours a week? Keep your hours at a level that allows you to maintain a balance with other areas of your life. Don't forget that your priority is school!

Not working yet? Find out how to balance your studies, work and personal life.

Get ready for your first job by making sure you understand your rights and what the law says.

⁴ [\[JeConcilie – Students Section\]](#) ↗



**“PAUSE.
RECHARGE.
KEEP GOING.”**

MEALS

EATING IS A SOURCE OF FUN AND ENERGY, SO IT SHOULD BE PLEASANT! REALLY TAKE THE TIME TO ENJOY YOUR DELICIOUS MEAL!

TIPS and TRICKS for Meals:

- Eat at regular hours and have a snack when you feel hungry.
- Have a good breakfast (the most important meal to have a good day).
- Always have water with you (carry a water bottle, fill a pitcher at home).
- Take the time to eat and appreciate what you eat.
- Starting in late afternoon, stop taking food and drinks with caffeine (tea, chocolate, soft drinks, energy drinks).

⁵ [\[Food Guide Canada - Tips for healthy eating\]](#) ↗

5.



SLEEP

SLEEP IS AN ALLY ON YOUR ROAD TO SUCCESS! YOU HAVE A HARD TIME FALLING ASLEEP? THE LACK OF SLEEP CAN BE BAD FOR YOUR MENTAL, PHYSICAL, AND SOCIAL WELLBEING.

TIPS and TRICKS for Sleep:

- Stop using your cellphone 1 hour before going to bed (Yes, yes, it's doable!)
- Do a relaxing activity in the evening (read, write, draw, listen to calm music, talk, etc.)
- When it's dark outside, put your cellphone in "Night Shift" mode (blue light filtering)
- Try going to bed and getting up at regular hours (your brain will create a sleeping routine)
- Avoid sleeping in to recover (it will affect your routine)
- Your eyelids are heavy? You can't concentrate anymore? You're yawning a lot? Listen to your body and go to bed!

⁶ [\[Alloprof - Tips for getting quality sleep\]](#)

6.



NO NEED TO BE AN ATHLETE TO BE ACTIVE! MOVING AT ALL WILL LET YOUR BODY PRODUCE ENDORPHINS, A NATURAL ANTISTRESS CHEMICAL!

TIPS and TRICKS for Sports and entertainment:

- Plan some "chill time" in your week! (Sing, go outside, listen to your favourite music, write, read, go for a walk, draw, breathe, meditate, have a good laugh, etc.)
- Look away from your screen once in a while
- Discover new areas close to your home! ⁷ [\[Tourisme Côte-Nord - Outdoor sites\]](#) ↗
- Practice your favourite sport.
- Focus on what your body can do instead of what it looks like!

⁸ [\[Youth in mind Foundation - Learning to appreciate your body\]](#) ↗

7.



8.



SPORTS AND ENTERTAINMENT

9.



CHALLENGES

ARE YOU GAME?

20 challenge ideas to help you set your screens aside more often.

⁹ [\[Pause Your Screen - Challenges\]](#) ↗

PERSONAL ACTION PLAN

168
HOURS

—

TOTAL
HOURS
USED

=

TOTAL
HOURS
LEFT

NOW YOU KNOW HOW YOUR TIME IS SPENT IN A WEEK!

This tool will be your best friend to help reduce your stress level.

I WANT TO REVIEW MY BALANCE...

No matter the result, YOU have control over YOUR time. If you had to review your balance, what area(s) would you work on? What would you do?

AREA(S)

(For example: Sleep)

HOW?

(For example:
From now on,
1 hour before going
to sleep, I put my
cellphone aside.)

COMMENT M'Y PRENDRE :

Motive-toi par des moyens réalistes! Commence par un et tu verras comment les choses s'améliorent autour de toi.

MEANS FOR ACTION

(For example:
From now on, 1 hour
before going to
sleep, I set an alarm
reminding me to
replace my cellphone
by a good book.)

"FINDING
BALANCE IS
POSSIBLE."

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