

1 WEEK = 168 HOURS

HOW DO YOU SPEND YOUR TIME?

[Step 1] Become aware of the hours devoted to the various spheres of life in a week (1st page)

Since a week lasts 168 hours, we calculate the number of hours used and the number of hours left (approximate).

[Step 2] Explore the TIPS for using time well in the 5 targeted areas (2nd and 3rd pages)

The QR codes and links are there to go deeper into the topics covered. It is not mandatory to consult them. The tool itself provides relevant content. Some people need to understand how the tips will affect them to believe in them and take action.

Since we are talking about "healthy use of time", there is a lot of talk about healthy lifestyle habits across the spheres, because adopting healthy behaviours is the best antidote to stress.

[Step 3] Build an action plan with the student (4th page)

We are not into big commitments. We want to focus on initiate/introduce the student to habits, or one initial habit that will promote a healthy use of time.

[Step 4] Follow-up with the student

Follow up regularly with the student and motivate them to take action.

Ask the student about the results of the action (e.g.: Difference in stress level? How do they see it? Are they able to study better? Are they sleeping better?)

STUDENT'S ID : _____ **M|F|N/A:** _____

EDUCATIONAL LEVEL : _____ **AGE :** _____

START DATE : _____

Time in class : _____

Study and school work : _____

Paid work : _____

Commute and transportation : _____

Sports and entertainment : _____

Meals and daily life : _____

Sleep : _____

Family management : _____

TOTAL HOURS USED : _____

TOTAL HOURS LEFT : _____

| INITIAL INTEREST OF THE STUDENT | ACTION PLAN | | |
|--|-------------------|-------------|-----------------------------|
| | SELECTED SPHERE.S | OBJECTIVE.S | HOW? |
| <input type="checkbox"/> Very interested <input type="checkbox"/> Somewhat interested <input type="checkbox"/> Not very interested <input type="checkbox"/> Not at all interested | | | |
| DATES | DEVELOPMENT NOTES | | PROGRESS OF THE OBJECTIVE.S |
| | | | |

STUDENT'S ID : _____

ADDITIONAL PAGE # _____

| DATES | DEVELOPMENT NOTES | PROGRESS OF THE OBJECTIVE.S |
|-------|-------------------|-----------------------------|
| | | |

STUDENT'S ID : _____

ADDITIONAL PAGE # _____

| DATES | DEVELOPMENT NOTES | PROGRESS OF THE OBJECTIVE.S |
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