

1 WEEK = 168 HOURS HOW DO YOU SPEND YOUR TIME?

TIME IN CLASS

Hours taking part in classes and workshops.

STUDY AND SCHOOL WORK

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

PAID WORK

Hours spent at your job.

COMMUTE AND TRANSPORTATION

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

SPORTS AND ENTERTAINMENT

Hours of sports, entertainment and social activities.

MEALS AND DAILY LIFE

Hours spent preparing and eating meals, shopping, handling your 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



STUDY & SCHOOL WORK

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, because it is stressful to learn that you only have two days left to study for your ministry exam!
- 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!

Most importantly, learn to use time to your advantage instead of seeing it as an enemy.

Use the Pomodoro technique! ¹ [\[ToDoist\]](#) ↗

Studying isn't the most exciting activity. Here are tips and tricks to help you in your study sessions:

² [\[American Psychological Association\]](#) ↗



A job helps your school, personal and professional developments.

PAID WORK

TIPS AND TRICKS for School-work balance:

Keep a healthy balance between school and your work to stay on track and manage your stress!

- Speak with your boss about your needs regarding your work schedule.
- Ask them in advance to reduce your hours during exam periods.
- You have the right to say "No" if your expressed needs are not respected.

You work for over 15 hours per week? Work for a number of hours that lets you keep a healthy balance with everything else in your life.

Above all, pay attention to how you feel and talk about it with your boss. Work overload, declining morale and rising anxiety are all good reasons to want to discuss!

³ [\[Choose My Employer\]](#) ↗



**"STOP.
TAKE 5 DEEP
BREATHS."**

MEALS

Eating is a source of fun AND energy, so it should be pleasant! Really take the time to enjoy your spaghetti and meatballs!

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).

⁴ [\[Food guide Canada\]](#) ↗



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 (that won't be an easy one...)
- 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!"

⁵ [\[Sleep on it Canada\]](#) ↗



SPORTS & ENTERTAINMENT

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: ⁶ [\[Pause ton écran\]](#) ↗
- Discover new areas close to your home! ⁷ [\[Tourisme Côte-Nord\]](#) ↗ ⁸ [\[Sentiers de la Côte\]](#) ↗
- Do your favourite sport.
- Focus on what your body can do instead of what it looks like! ⁹ [\[Mayo Clinic\]](#) ↗



"LETTING GO IS A WAY OF BEING IN CONTROL."



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.)

WHERE TO BEGIN...

Motivate yourself by setting realistic means for action! Start by one and see how things improve.

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.)

**"YOU'RE FEELING
STRESSED?
THAT'S TOTALLY
NORMAL!"**

Made possible by:



An initiative of:

