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| **B) Self-Management Part II – Where does my time go?**This exercise complements the in-tray exercise in self-management part I. It is designed to highlight how you spend your time and it gives suggestions to set priorities to achieve a satisfactory work-life-balance.**Task:** complete the questions below. In order for the exercise to be effective, you have to be as honest as possible!There are 168 hours in the week. When you fill out the sections below, calculate the total number of hours you spend doing various different things. Then, subtract that number from 168 in order to see how many hours you have left for studying per week.

|  |  |  |
| --- | --- | --- |
|  | Number of hours per day; then multiply by number of days per week | Total number of hours per week |
| On average, how many hours do you sleep in each 24 hour period, including afternoon naps? |  x 7 | = |
| On average, how many hours a day do you spend on your appearance (washing, hair, make-up, etc.)? |  x 7 | = |
| On average, how many hours a day do you spend on meals, including preparation and clean-up time? |  x 7 | = |
| How much time do you spend commuting to and from campus, and how many times do you do this during a week? Include the amount of time needed to park and walk from your car or the bus stop to class/your office. |  x 5 | =  |
| On average, how many hours a week do you work at a job, other than your PhD? |  |  |
| On average, how many hours a day do you spend doing errands, including house-work, shopping, etc.? |  x 7 | = |
| On average, how many hours do you spend each week doing other activities, such as student societies, sports, church, etc.? |  |  |
| How many hours per week do you spend in class being taught something (e.g. training sessions, MA modules, language/music lessons, etc.)? |  |  |
| On average, how many hours per week do you spend with friends, going out, watching TV, using social media (including the time for preparation and to get there)? |  |  |
|  | **Total hours =** |
| Time left for studying | **168 – (Your Total Hours) =** |

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| **Self-assessment – Self Management Part II** Check your university’s guidelines for a full-time or part-time PhD depending on your status:* How many hours per day, five days a week are you meant to spend on your studies?
* How many hours are you allowed to teach per week balanced out over a whole academic year?
* How many days holiday are you entitled (even encouraged) to take per year?

If your exercise shows that you have the appropriate number of hours effective study time per week you are good to go! Award yourself 10 points.If you spend significantly more or less than the stipulated number of hours a week on your studies over a long period of time, your work-life balance is skewed and you need to re-think how you plan your time. Award yourself 5 points.How about undertaking an exercise in setting priorities: draw up a plan * What do I need to do?
* What do I want to do?
* What should I do?

Can you distribute your activities over the course of a week and allocate time for it?Information and resources on these issues are available for you at* Vitae under <http://www.vitae.ac.uk/researchers/1324/Time-management.html> (includes links to time-logs you can download and use).
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