**168 Hours Activity**

* Sleep
* Eat
* Hygiene
* Classes
* Homework
* Studying
* Practice
* Work
* Traveling
* Social activities
	+ Friends
	+ Netflix with friends
	+ Hobbies
* Gym
* Administration
	+ Laundry
	+ Bills
	+ Cleaning

**Top Tips for Time Management**

* Extensions/apps to block time wasting websites
* Look at the big picture: See when all of your exams/big assignments are due on a calendar or in your planner
* Make a to-do list with deadlines
* UNICEF Tap Project: Donate water while not using your phone!
* Forest Stay Focused: Concentrate for the trees
* Take regular study breaks
* Study with friends who have different majors or assignments to do
* 10-minute rule: Work on a dreaded task for ten minutes each day until you finish