

EXERCISE: CLOCK

1. USE THIS CLOCK TO STUDY YOUR TIME MANAGEMENT.

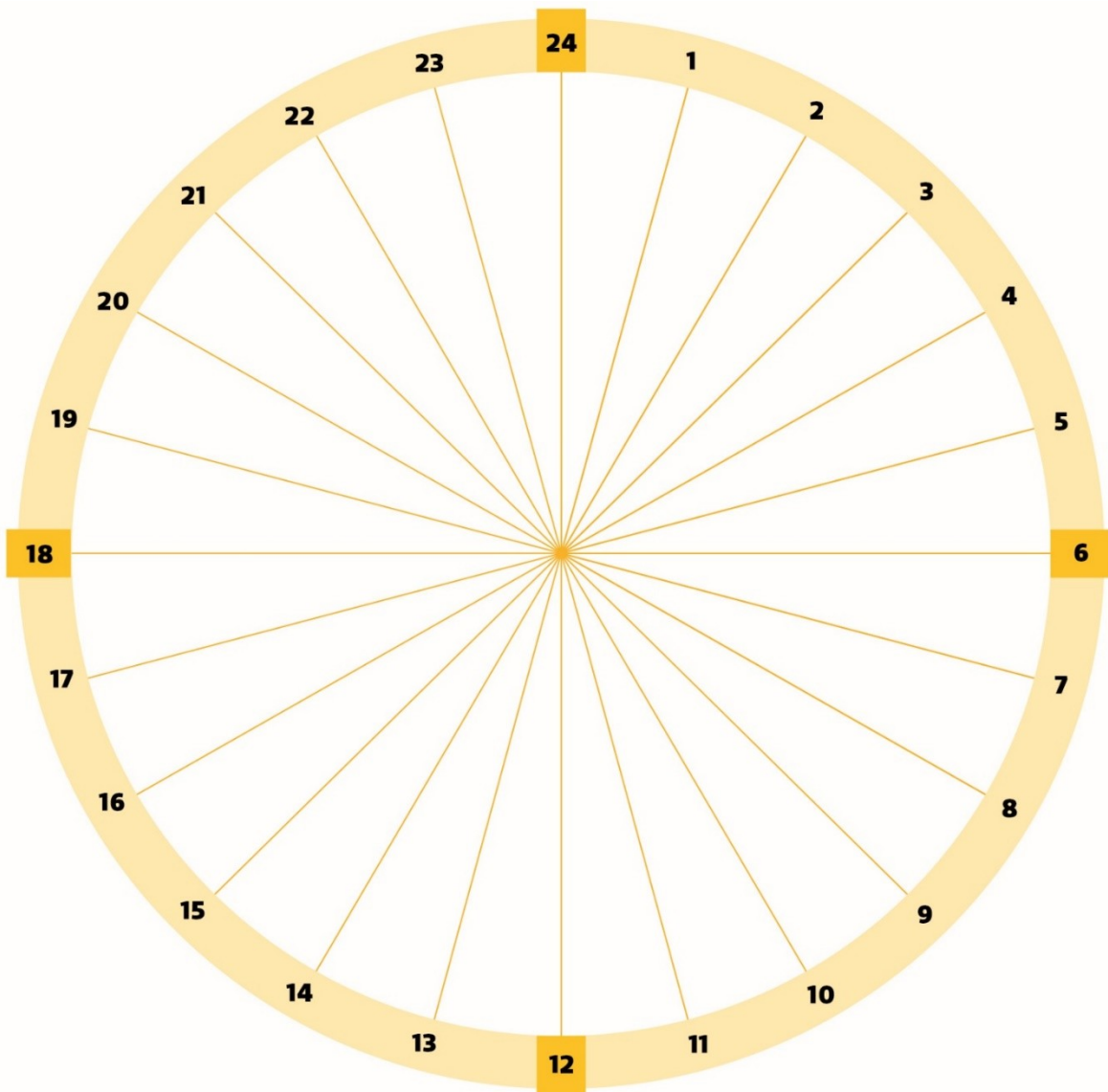
You can draw a clock to a piece of paper. Then write down truthfully, how your time is divided throughout the day between compulsory tasks and free time.

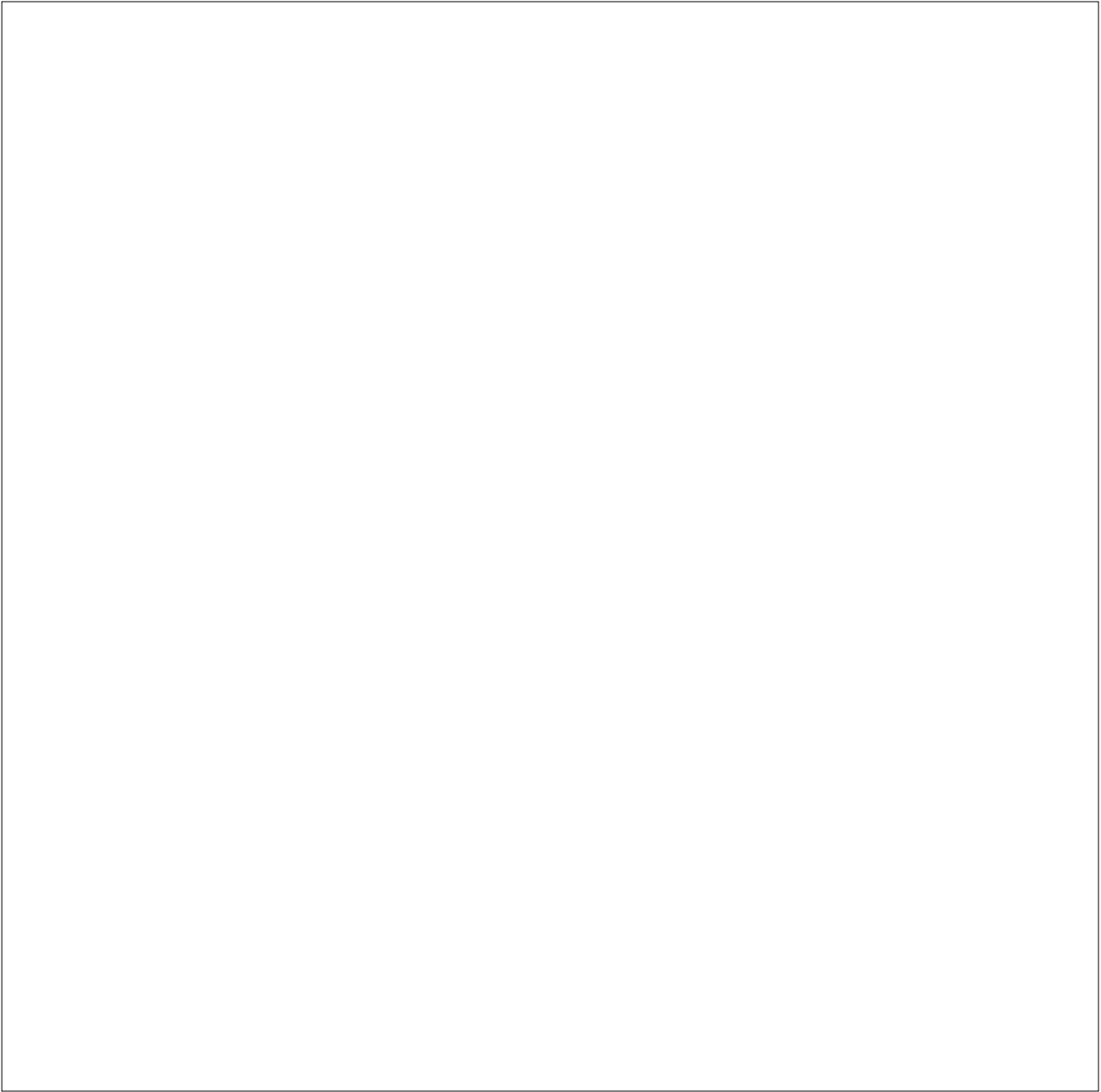
Think about the following:

How much of the time you get to decide on?

How do compulsory and free-time tasks vary?

How do you sleep? How do you eat? How do you take care of yourself?





2. THEN DRAW A 24-HOUR CLOCK THAT DESCRIBES THE WAY YOU WOULD IDEALLY SPEND YOUR TIME.

Remember to have enough free time when you take time for yourself. We all need this in our everyday lives.

