## Time Management: to do- list

**Describe your activities for next 7 days in the table below. Conclude school, work and private activities.**

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| ***nr.*** | ***Activity*** | ***Hours needed for this activity*** |
| 1 | School: lectures, classes, practical assignments, project |  |
| 2 | Independent study |  |
| 3 | Working in a job |  |
| 4 | Travel/commuting |  |
| 5 | Sleep and personal hygiene |  |
| 6 | Housekeeping/eating/grocery shopping |  |
| 7 | Relaxation/going out/ social contacts/TV |  |
| 8 | Sports |  |
| 9 | Unfocused and unproductive time |  |
| 10 | (fill in other activities yourself if needed) |  |
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