

See p3 for instructions.

**Essential Personal & Domestic Tasks**

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| --- | --- |
| **Task** | **Time (Minutes)** |
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| **Total time required for essential tasks each week** | **A =**  |

**Non-Essential Personal & Domestic Tasks**

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| **Task** | **Time (Minutes)** |
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| **Total time required for essential tasks each week** | **B =**  |

**Total Time Required To Complete Academic & Non-Academic Tasks**

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| --- | --- |
| **Task Type** | **Time (hours)** |
| Time required to complete academic tasks  | **A =**  |
| Time required to complete non-academic tasks  | **B =**  |
| **Total time** | **C = A + B****C =**  |

**Time Gap Analysis**

|  |  |
| --- | --- |
| **Time Gap Calculation (Example)** | **Number of Hours** |
| Total weekly time required for all personal tasks | **C =**  |
| Total weekly time required for taught and non-taught course content | **D =**  |
| Total weekly time required for homework | **E =**  |
| Result | **F = C + D + E****F =** **F =**  |
| **Gap** | **G = 168 – F****G = 168 –** **G =**  |

|  |  |
| --- | --- |
| **Time Gap Calculation (Blank Template)** | **Number of Hours** |
| Total weekly time required for all personal tasks | **C = 102** |
| Total weekly time required for taught and non-taught course content | **D = 30** |
| Total weekly time required for homework | **E = 10** |
| Result | **F = C + D + E****F = 62 + 30 + 10****F = 142** |
| **Gap** | **G = 168 – F****G = 168 – 142****G = 26** |

Note: 168 is the total number of hours in 1 week (i.e 24 x 7)

So, the question is, is 26 hours enough for you to do everything else that you need to do in a week?

**How To Use This Resource**

1. Find out what the course requirements are, in terms of teaching time (both classroom, labs, clinical time, whatever is relevant to your course) and non-teaching time, plus estimated time required for homework. Remember that we all learn at different speeds and you will need to consider this when predicting length required to complete some of these tasks.

2. Complete list of essential tasks – these are tasks that you MUST do; ones which you can’t simply ‘off-load’ to others. Add new lines, as required. If some tasks are monthly (rather than weekly), divide weekly time by 4.

3. Complete list of non-essential tasks – these are tasks that you can often ‘off-load’ or re-allocate to other members of your household.

4. Complete the ‘Total Time Required To Complete Academic & Non-Academic Tasks’ table.

5. Carry out the time gap analysis in the ‘Time Gap Analysis’ table.

6. Decide whether the gap (G) is enough time for you to do everything else (all the unexpected stuff) that is going to crop up each week. If it isn’t, investigate your study options etc. For example, will a longer, less intensive course suit you better?

**Feedback**

If you have any feedback on this resource, please e-mail us at hello@hypnoticuniverse.org.

**Interested in a new, rewarding career?**

If you’re ready for a new challenge (and you think you have time), why not contact us now, to see whether you’d be a good fit for one of our practitioner level or taster level courses.