After listening to the podcast, take a moment to think about these questions:

1. How many contact hours per week does your course require?

2. How many hours per week are you employed?

3. Have you then calculated how many hours of private study is advised for you?  
   \((2 \text{ hrs private study } \times \text{ number of contact hours})=\ldots\ldots\ldots\ldots\ldots\)

4. Do you have a DIARY? \ldots\ldots Do you use it?

5. Have you filled in a SEMESTER PLANNER with all the due dates for assignments and exams?

6. What about that WEEKLY SCHEDULE with the lectures, employment and private study...is it filled in?

7. And the Daily TASK LIST...is this a habit you have acquired yet?

8. When is the best time for you to study? \ldots\ldots\ldots am/ pm ?
9. Where is it best for you to study ...at home, in the library?

10. Is it more productive for you to study alone or in the company of other students?

11. Do you organize regular SOCIAL activities with friends?

12. What time of day do you study best? (a.m. when you are alert or p.m. when life has quietened down for the day)

13. SLEEP....are you getting enough so fatigue doesn’t affect your study?

14. EXERCISE .... are you doing some regularly? What do you do per week?

15. How's your THINKING ? Positive or Negative?

16. Consider where you can fine tune your life to achieve that WORK-LIFE BALANCE.