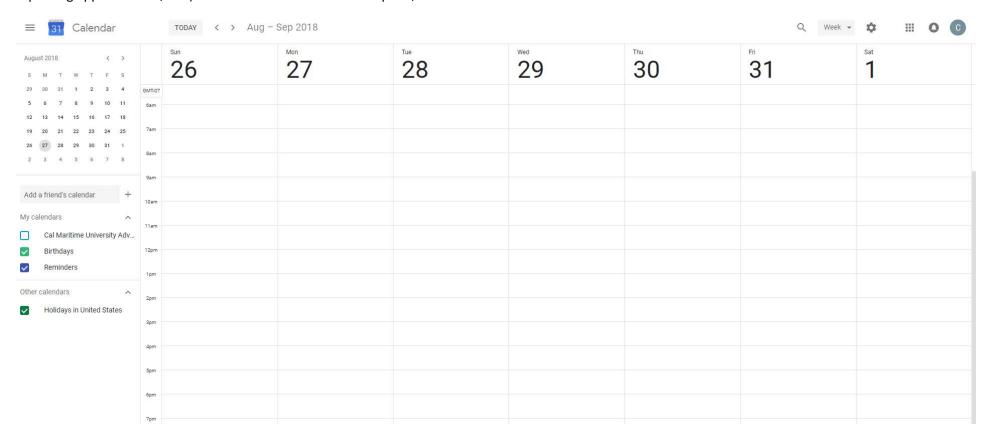
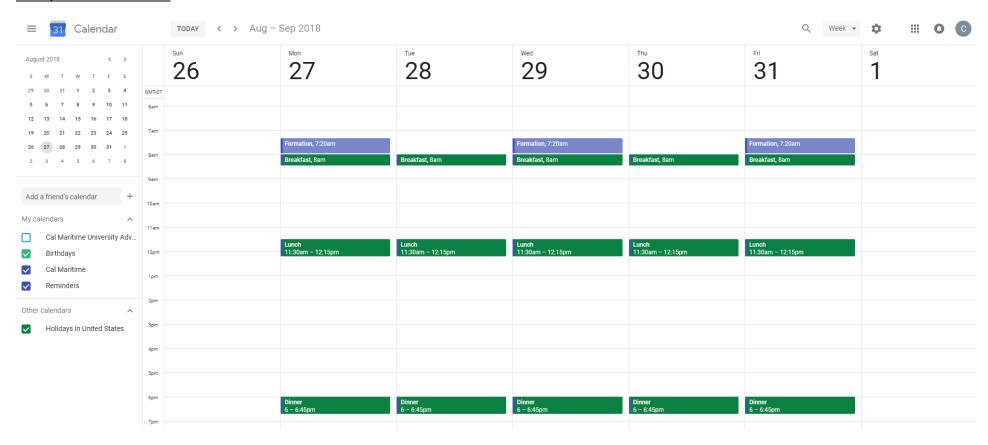
Google Calendar and Time Management Tips:

Some people don't use their calendars because they are worried about committing a strict schedule, or feel they will just remember what they need to get done on their own. But having an up to date calendar is easiest way to managing your busy schedule and daily activities. Google Calendar is great because you can sync it to your mobile and other devices you use, and you can access your schedule no matter where you are. You can also set up reminders to appear on your phone to remind you when and where you need to be.

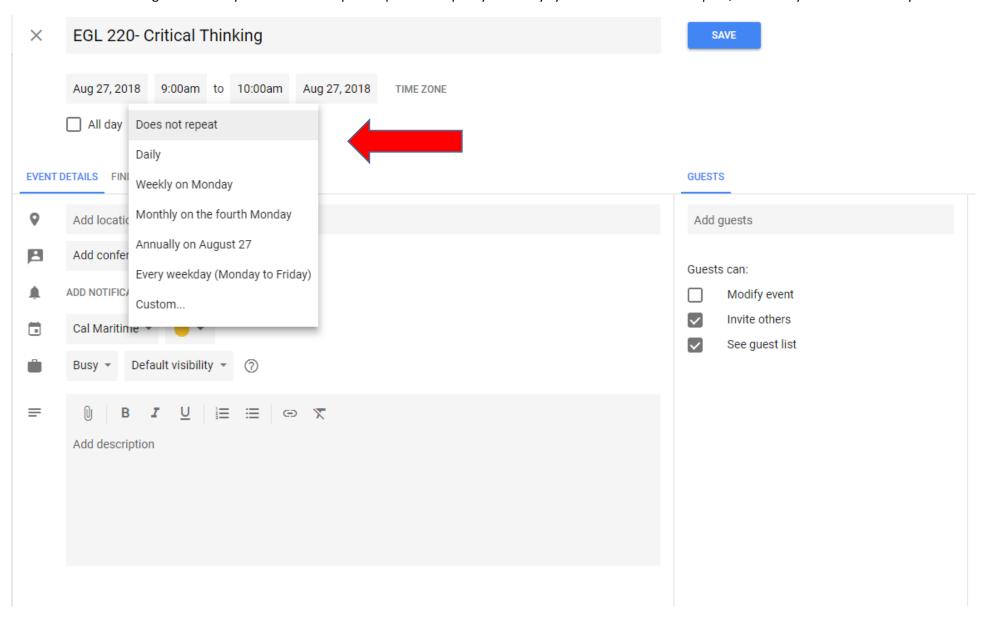
When setting up your Google Calendar for the first time, it is recommended to do so on a computer so you can have access to more options (like color-coding, repeating appointments, etc.). You will start with a blank template, as shown below:



Start with the basics – put in your formation, and your meal breaks (remember, your brain and body need fuel!). Then put in your class schedule with the <u>class</u> <u>name, times and location</u>.



Be sure when scheduling events that you select the "Repeat" option and specify what days you want the event to repeat, so it is on your calendar every week!



After inputting your class schedule, take the opportunity to schedule your homework and study schedule into your week!

Be sure to use the study time ratio: For each 1 unit, you should be studying 2-3 hours per week. (That means for a 3 unit class, you should be allocating 6-9 hours of study time per week. For a more difficult class, such as Calc I, start with 3 hours per unit. Study time includes homework, tutoring, paper writing and subject review.)



If you'd like to add more to your calendar, feel free! Adding activites you like to do routinely, like working out, or Friday dinner with friends, helps motivate you to complete other tasks in the day so that you are free to go to these activities. Look at it as a reward!

Some other tips for time management include:

Focus and Stop Mulitasking

Are you multi-tasking so much that you're just not getting anything done? Let your calendar help you focus on just one key task at a time, because it is blocked off. Close off other applications you aren't using. Focus solely on what you're doing. You'll be more efficient that way.

Think About Your Workspace

Does your work environment encourage you to work? Or does it distract you more often than not? Pick the right environment that encourages you to focus on your work. Try out different places like the library, the SEAS building, or a study room in the residential hall until you've found the right one.

Have a Separate List for Incoming Tasks

You may receive miscellaneous tasks that come to you throughout your day. Create a separate list for these tasks and focus on your current daily goals first (unless the new task is urgent). Then at the end of the day, figure out a time slot in which you want to complete these new tasks.

Hold Yourself Accountable

Have a weekly review with yourself every week. Did you meet your study goals? If not, what happened? Identifing your struggles can help avoid later pitfalls.

Remember to Rest

We are not robots, we aren't supposted to be able to study for hours on end without breaks. Be sure to build in rest and recovery time to recoup your energy, so you can continue to the next day.