

## 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:

The screenshot displays the Google Calendar interface. At the top, there is a navigation bar with a hamburger menu icon, the number '31', the word 'Calendar', a 'TODAY' button, and navigation arrows for 'Aug - Sep 2018'. On the right side of the navigation bar, there are icons for search, a 'Week' dropdown menu, settings, a grid view icon, a notification bell, and a user profile icon.

The main content area is a weekly view for the week of August 26-31, 2018. The days are labeled 'Sun 26', 'Mon 27', 'Tue 28', 'Wed 29', 'Thu 30', 'Fri 31', and 'Sat 1'. The time slots on the left range from 6am to 7pm in 1-hour increments. The grid is currently empty.

On the left sidebar, there is a small calendar overview for August 2018 with the 27th highlighted. Below it is a button 'Add a friend's calendar' with a plus sign. Under 'My calendars', there are three items: 'Cal Maritime University Adv...' (unchecked), 'Birthdays' (checked), and 'Reminders' (checked). Under 'Other calendars', there is one item: 'Holidays in United States' (checked).

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 **class name, times and location.**

Calendar interface showing a weekly view for August 26-31, 2018. The interface includes a navigation bar with "Calendar", "TODAY", and "Aug - Sep 2018". A search bar and "Week" dropdown are also present. The main calendar grid shows events for Monday through Friday:


- Monday (27):** Formation (7:20am), Breakfast (8am), Lunch (11:30am - 12:15pm), Dinner (6 - 6:45pm).
- Tuesday (28):** Breakfast (8am), Lunch (11:30am - 12:15pm), Dinner (6 - 6:45pm).
- Wednesday (29):** Formation (7:20am), Breakfast (8am), Lunch (11:30am - 12:15pm), Dinner (6 - 6:45pm).
- Thursday (30):** Breakfast (8am), Lunch (11:30am - 12:15pm), Dinner (6 - 6:45pm).
- Friday (31):** Formation (7:20am), Breakfast (8am), Lunch (11:30am - 12:15pm), Dinner (6 - 6:45pm).

On the left side, there is a sidebar with "Add a friend's calendar" and "My calendars" (including Cal Maritime University Adv..., Birthdays, Cal Maritime, Reminders) and "Other calendars" (including Holidays in United States).

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!

✕ EGL 220- Critical Thinking SAVE

Aug 27, 2018 9:00am to 10:00am Aug 27, 2018 TIME ZONE

All day Does not repeat 

- Does not repeat
- Daily
- Weekly on Monday
- Monthly on the fourth Monday
- Annually on August 27
- Every weekday (Monday to Friday)
- Custom...

**EVENT DETAILS** FINISH

Add location

Add conference attendees

ADD NOTIFICATIONS

Cal Maritime

Busy ▾ Default visibility ▾ ?

**B** *I* U

Add description

**GUESTS**

Add guests

Guests can:

- Modify event
- Invite others
- See guest list

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.)

The screenshot displays a Google Calendar interface for the week of August 26-31, 2018. The main view is a weekly grid with a time axis on the left (GMT-07) ranging from 8am to 11pm. The calendar is populated with various activities:

- Classes:** EQL 220- Critical Thinking (8am-10am), EPO 125- Intro to Marine Eng (9:30am-10:45am), MTH 210- Calc I (12:30pm-1pm), COM 220L- Programming Apps for ET (1:30pm-2pm), ENG 100- Engineering Graphics (7-10pm), and EPO 213- Welding Lab (7-9:50pm).
- Meals:** Breakfast (7:30am-8am), Lunch (11:30am-12:30pm), and Dinner (6pm-6:30pm).
- Study:** Study for Engineering Graphics (8-10am), Study for EPO 125 and 125L (10am-1pm), Study for Calc I (7-10pm), and Study for Com 220L (2:30-4pm).
- Free Time:** Free Time (3-7pm) and Free Time (7-10pm).
- Workouts:** Workout (5-6pm).

The sidebar on the left includes a monthly calendar view for August 2018, a search bar, and a list of calendars: Cal Maritime University Adv..., Birthdays, Reminders, and Holidays in United States. A red '+' button is visible in the bottom right corner of the calendar grid.

If you'd like to add more to your calendar, feel free! Adding activities 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 Multitasking**

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? Identifying your struggles can help avoid later pitfalls.

### **Remember to Rest**

We are not robots, we aren't supposed 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.