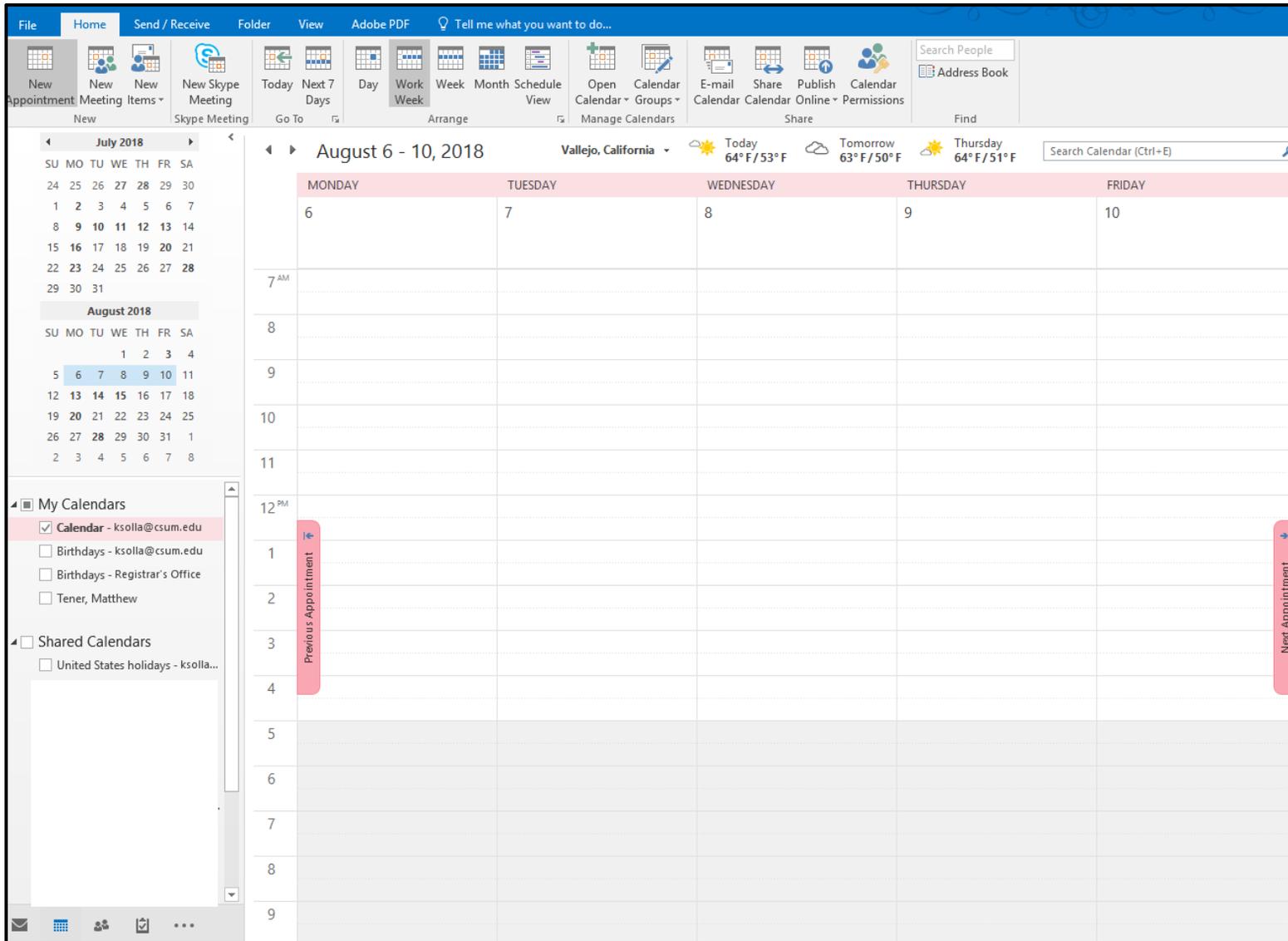


## Outlook Calendar and Time Management Tips:

Setting up and maintaining your Outlook calendar is an easy way to manage your busy schedule and daily activities. Outlook calendar is great because you can sync it to your mobile and other devices, which you can access 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 Outlook calendar initially, 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:





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

The screenshot shows the Microsoft Outlook interface for scheduling an appointment. The ribbon is set to 'Appointment', and the 'Recurrence' button is highlighted with a red arrow. The appointment details are as follows:

- Subject: EGL 220 - Critical Thinking
- Location: Classroom 101
- Start time: Mon 8/6/2018, 9:00 AM
- End time: Mon 8/6/2018, 9:30 AM

The 'Appointment Recurrence' dialog box is open, showing the following settings:

- Appointment time: Start: 9:00 AM, End: 9:30 AM, Duration: 30 minutes
- Recurrence pattern:  Weekly, Recur every 1 week(s) on:  Sunday,  Monday,  Tuesday,  Wednesday,  Thursday,  Friday,  Saturday
- Range of recurrence: Start: Mon 8/6/2018,  No end date,  End after: 10 occurrences,  End by: Mon 10/8/2018

Buttons at the bottom of the dialog: OK, Cancel, Remove Recurrence.

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.)

August 5 - 11, 2018		Vallejo, California		Today 64° F / 53° F	Tomorrow 63° F / 50° F	Thursday 64° F / 51° F	Search Calendar (Ctrl+E)
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
5	6	7	8	9	10	11	
	7 AM Formation Quad		7 AM Formation Quad		7 AM Formation Quad		
	8 Breakfast; Dining Ce	8 Breakfast; Dining Ce	8 Breakfast; Dining Ce	8 Breakfast; Dining Ce	8 Breakfast; Dining Ce		
9 Breakfast; Home	9 EGL 220 - Critical Thinking Lab 201	9 Study for Eng Graphics SEAS Center	9 EGL 220 - Critical Thinking Lab 201		9 EGL 220 - Critical Thinking Lab 201	9 Breakfast; Home	
	10 EPO 125 - Intro to Marine Eng. Ship ERIC		10 EPO 125 - Intro to Marine Eng. Ship ERIC				10 Study for Eng Graphics SEAS Center
10 Study for EPO 125 and 125L Home							
	11 Lunch Dining Center	11 Lunch Dining Center	11 Lunch Dining Center	11 Lunch Dining Center	11 Lunch Dining Center		
	12 PM EPO 125L - Intro to Marine Eng. Lab Ship MAURY		12 PM MTH 210 - Calc I Tech 106	12 PM MTH 210 - Calc I Tech 106	12 PM MTH 210 - Calc I Tech 106		
		1 COM 220L - Programming App Lab 101	1 Attend Calc I Office Hours Faculty 111	1 Study for Calc I SEAS Center	1 Study for Com 220L Library		
	2 Study for EPO 125 and 125L Library	2 Study for Com 220L SEAS Center	2 Study for EPO 125 and 125L Library				
	3 Workout Gym	3 Workout Gym	3 Workout Gym	3 Workout Gym	3 Workout Gym		
	4 Dinner Dining Center	4 Dinner Dining Center	4 Dinner Dining Center	4 Dinner Dining Center	4 Dinner Dining Center		
5 Study for Calc I SEAS Center	5 Study for Calc I SEAS Center	5 Study for Calc I SEAS Center	5 ENG 100 - Engineering Graphics Classroom 105	5 EPO 213 - Welding Lab Classroom 105			
			8 Study for Critical Thinking Upper Res Hall				

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.