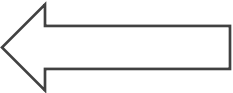


Google Calendar and Time Management Tips:

Some people don't use their calendar because they are worried about committing a

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.

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.



Some other tips for time management include:

Focus and Stop Multitasking

Are you multitasking so much that you're just not getting anything done? Your calendar help you focus on just one key task at a time, because it's 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? Find the right environment that encourages you to focus on your work. Try out different places like the library, the SEAS building, 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 the next day.