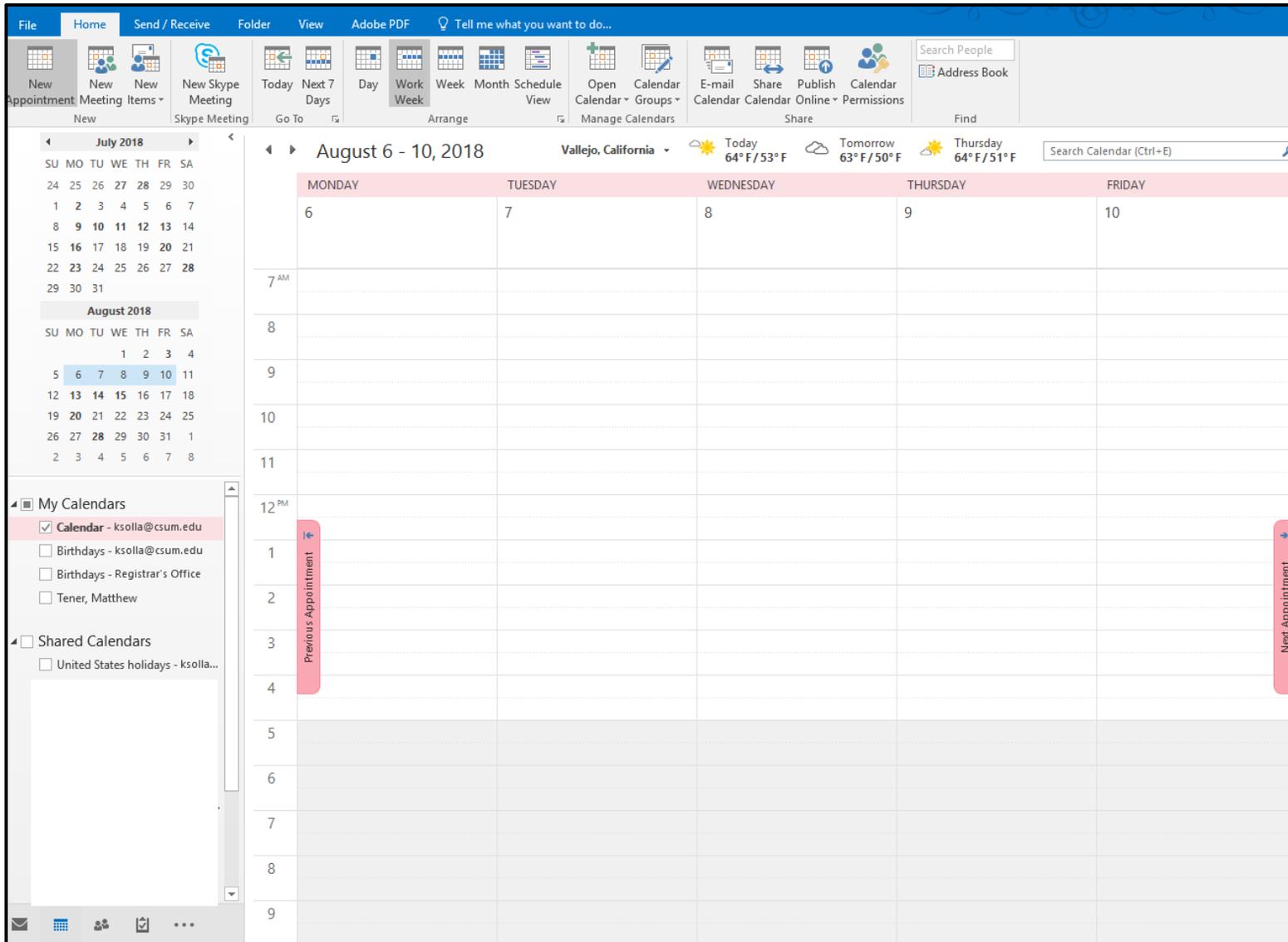


Outlook Calendar and Time Management Tips:

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.

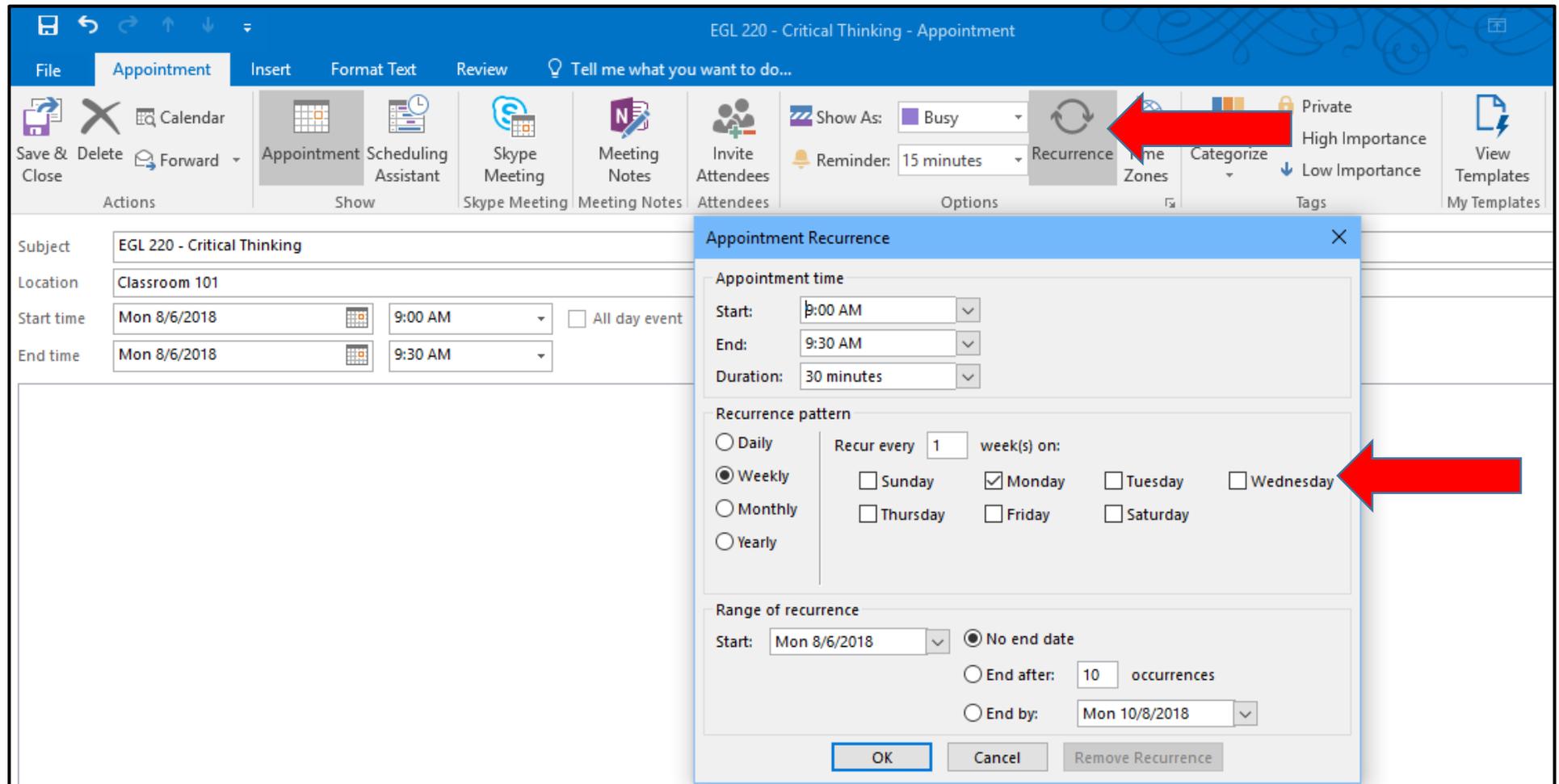
When setting up your Outlook calendar initially, it is recommended to do so on a computer so you can have access to more options (like color-coding, repeating appointments, etc.). You will start with a blank template, as shown below:



Start with the basics – put in your formation, and your meal breaks (remember, your brain *and* body need fuel!). Then you can start putting in your class schedule with the class name, times and location.

August 6 - 10, 2018						Vallejo, California		Today 64° F / 53° F	Tomorrow 63° F / 50° F	Thursday 64° F / 51° F	Search Calendar (Ctrl+E)
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY			
6		7		8		9		10			
7 ^{AM}	Formation Quad				Formation Quad				Formation Quad		
8	Breakfast; Dining Center		Breakfast; Dining Center		Breakfast; Dining Center		Breakfast; Dining Center		Breakfast; Dining Center		
9											
10											
11	Lunch Dining Center		Lunch Dining Center		Lunch Dining Center		Lunch Dining Center		Lunch Dining Center		
12 ^{PM}											
1											
2											
3											
4											
5											
6	Dinner Dining Center		Dinner Dining Center		Dinner Dining Center		Dinner Dining Center		Dinner Dining Center		
7											

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!



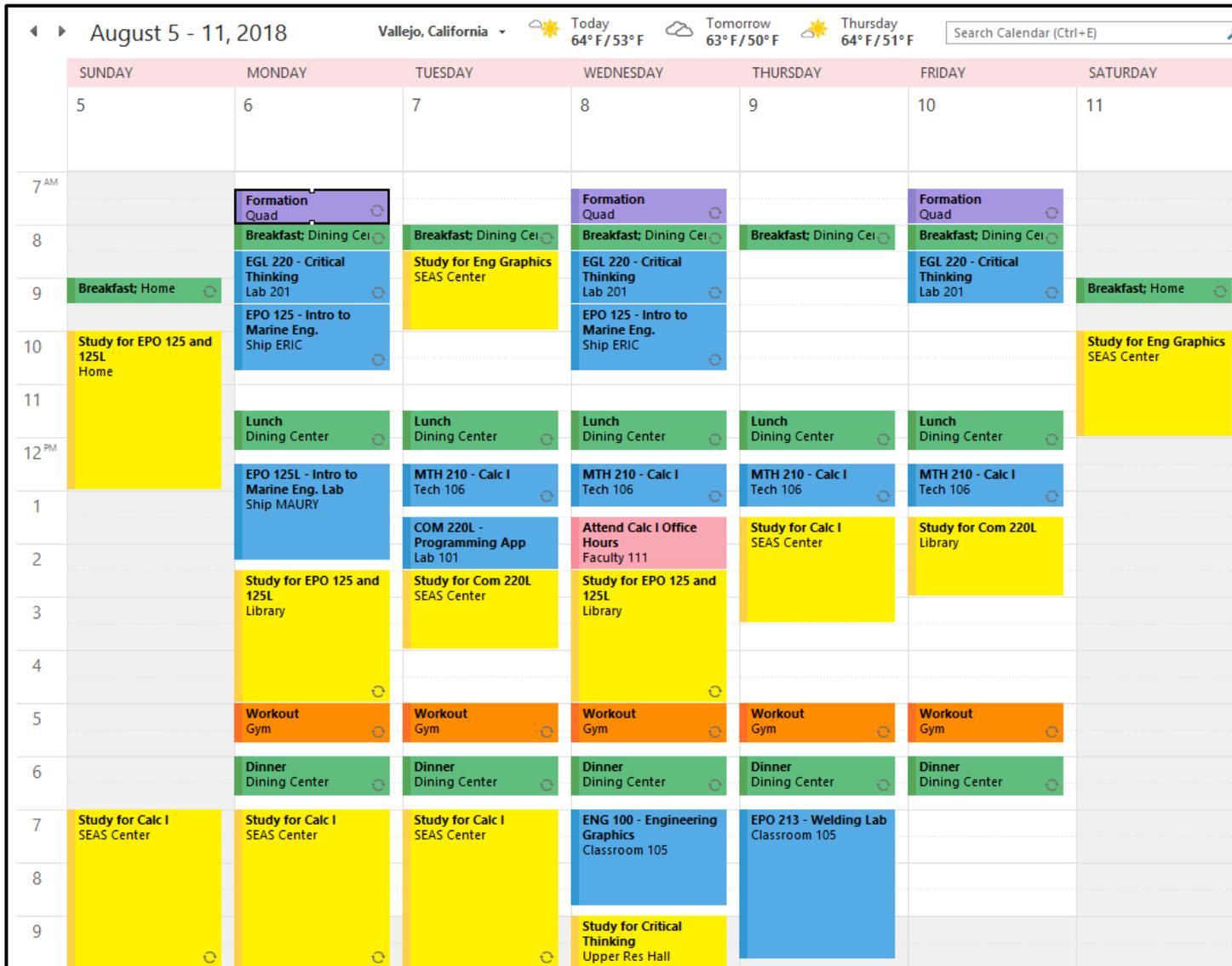
The image shows a screenshot of the Microsoft Outlook interface with the "Appointment Recurrence" dialog box open. The background shows the "Appointment" ribbon with various options like "Appointment Scheduling Assistant", "Skype Meeting", and "Meeting Notes". The "Recurrence" button is highlighted with a red arrow. The dialog box is titled "Appointment Recurrence" and contains the following sections:

- Appointment time:** Start: 9:00 AM, End: 9:30 AM, Duration: 30 minutes.
- Recurrence pattern:** Radio buttons for Daily, Weekly, Monthly, and Yearly. The "Weekly" option is selected. Under "Recur every 1 week(s) on:", checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday are shown. The "Monday" checkbox is checked, and a red arrow points to it.
- Range of recurrence:** Start: Mon 8/6/2018. Radio buttons for "No end date", "End after: 10 occurrences", and "End by: Mon 10/8/2018" are shown. The "No end date" option is selected.

At the bottom of the dialog box are buttons for "OK", "Cancel", and "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.)



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.