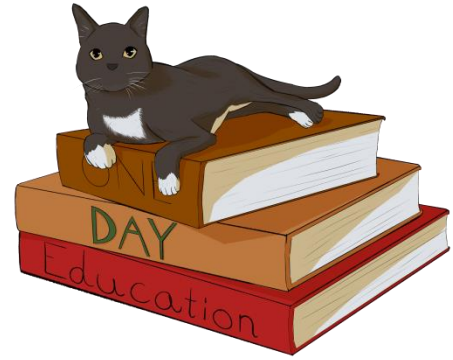


Lesson 2: Use Your Calendar

Choose your organizing weapon. Calendars have been around for thousands of years helping all kinds of people keep track of all kinds of things. If Julius Caesar needed one, so do you. Take charge of your learning empire by actually using it.

This can be on your phone, on your computer, or just on paper. For your computer there are many choices: Google Calendar, Outlook, your desktop calendar, etc. **Make sure you title all event reminders clearly** and set the event reminder to 15 mins before.



If you choose the old-fashioned, simple paper calendar there are also many choices. You can spend some money on a nice planner or desk-sized calendar; or **if you don't want to pay for a fancy paper calendar, you can easily create one** (again, fuel that procrastination into something productive!) using any word processor (check the templates- MS Publisher is the best). You can see some examples in the video accompanying this lesson.

Next, find out if you have predetermined milestones. This means if you're taking a class you probably have a syllabus or a course schedule – they're basically mandatory these days (especially for online learning) so get a copy and Print. It. Out.

Then type/write in each event/milestone/report due date into your calendar. Make sure you put the day and time that the item is due on. Cross off each event as you add it so you know everything is in there. If you're doing this for work, ask your coworkers or boss to add you to all of the important meetings and make sure you accept/add them to your calendar.

Finally, start making a habit of writing down tasks as you get them. This is so important. Setting up your calendar with predetermined goals is only the beginning. Life changes, dates can shift, hurricanes and viruses can happen, and suddenly your calendar will need to change too. Delete or cross out any tasks that you complete as you complete/submit them. If a date changes or you get a new task assigned – add it immediately.

Remember, humans were the first computers and you have two types of memory: short term and long term memory. For most people, most of the time they won't be able to remember that the teacher asked them to write an additional paper by Friday, so write it down. Let your calendar remember for you! **Don't make life harder than it has to be.**

Let's Review:

1. Choose your organizing weapon (digital or paper).
2. Find your predetermined milestones and write them down!
3. Write down tasks as you get them – and make it a habit.