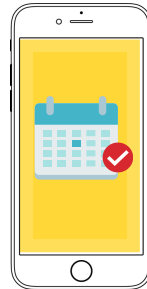# USING A CALENDAR SYSTEM

Tips for setting up a calendar system to plan ahead for assignments and tests as well as important and fun activities!

## 1. DOWNLOAD A CALENDAR APP

- By having an app, your calendar is with you at all times.
- Try an app that easily syncs with other programs you already use (email, school sites, computer).

PRO TIP: Everything should go into the calendar...If it's not in your calendar, it won't happen!

School · Work · Chores · Social Life · Fun

PRO TIP: Color code your calendar by your categories of commitments (school, work, social, home, etc.)

## 2. FIGURE OUT IMPORTANT DATES & ACTIVITIES

- Consider school, your social life, and other responsibilities.

- For school, enter class times, test dates, due dates, and study & homework time.

## 3. ADD THEM TO YOUR CALENDAR

- Add repeat events for recurring tasks or activities.
- Set reminders so you don't forget what's up next!
- Schedule breaks, relaxation, and fun activities too.
- Schedule more enjoyable and easier things after harder things.

PRO TIP: Review and update your calendar every day at a set time