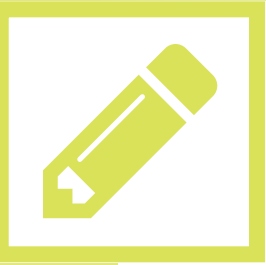


# Save the Date!



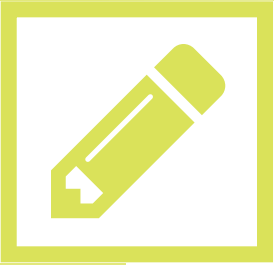
*Lifelong Learning*



# Scheduling

Have you ever felt frustrated when you were late?  
Were you late for an event or appointment?  
Were you unable to complete daily tasks?





# Words to Know

**Calendar** – a chart that shows days, weeks, and months of a year

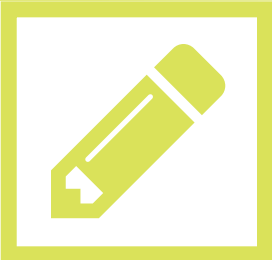
**Schedule** – an organized plan for participating in events and appointments and for completing tasks

**Manual** – completed or made by hand

**Electronic** –computerized storage of information

**Functional** – Fit or ready for use or service; useable



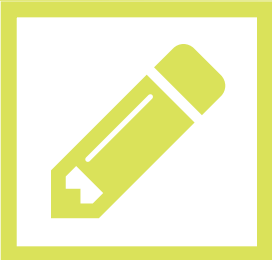


# Types of Schedules

Ways to organize time:

- Have someone remind me about what I have to do.
- Create a list of tasks to be completed by the end of the day, week or month.
- Use a calendar and list daily, weekly and monthly tasks and events.



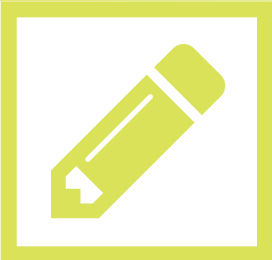


# Types of Schedules

There are many types of schedules and calendars that can be used for planning. It is important to find a calendar that works for you.

- A manual calendar is a calendar that is written by hand. These calendars can be divided into days, weeks or months.
- Electronic calendars are made and used on a computer. Google Calendar and Outlook are examples of electronic calendars.
- Electronic calendars are also available on a cell phone or device.





# Planning Calendars

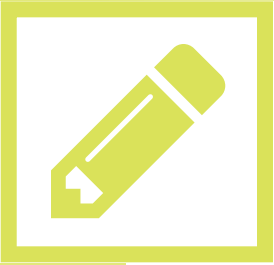
**Where can I purchase a planning calendar?**

Planning calendars are found at any store that sells office supplies or electronic devices.

Brainstorm a list of stores where you can find planning calendars.





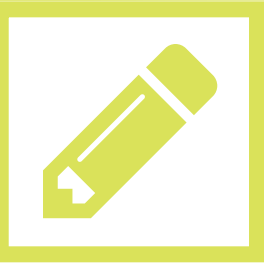


# Planning a Schedule

**Complete the following and begin to create your personal schedule:**

1. Make a list of tasks you do daily.
2. Make a list of tasks you do weekly.
3. Make a list of tasks you do monthly.





# Planning a Schedule

Now that you have made a list of things that you do daily, weekly and monthly, create a schedule using the links below.

## **Daily**

<http://www.calendarsthatwork.com/calendar.php?calendarId=weekLDt1>

## **Weekly**

<http://www.calendarsthatwork.com/calendar.php?calendarId=weekPSf2>

## **Monthly**

<http://www.calendarsthatwork.com/calendar.php?calendarId=monthLSf1>

