

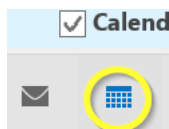
HOW TO MAKE A WEEKLY TIME MANAGEMENT SCHEDULE IN OUTLOOK

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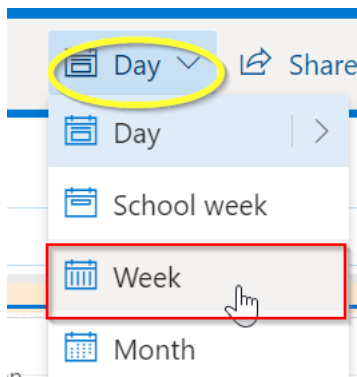
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1. GETTING TO YOUR OUTLOOK CALENDAR

- Start by opening outlook e-mail (aka Normandale e-mail account) on your computer
 - You can access your e-mail through <https://www.normandale.edu/studentemail>
- Go to the calendar tab in the bottom left corner of the Outlook screen

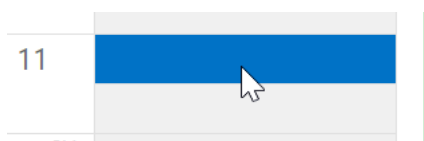


- Switch to the weekly view in Outlook (Located in the top right corner of the screen)



2. BLOCK OUT THE TIME THAT YOU HAVE CLASS, WORK, AND OTHER REOCCURING WEEKLY COMMITMENTS

- Set up your reoccurring appointments by following these steps:
 - Double click on calendar time slot that your class starts



- An appointment window will pop up (See next page)

The screenshot shows the Outlook calendar event creation interface. At the top, the 'Save' button is circled in yellow. Below it, the event title 'English Class' is highlighted with a red box. The 'Repeat' dropdown is also circled in yellow and set to 'Never'. The 'Location' field contains the text 'Put class room number or class zoom link here' and is highlighted with a red box. The 'Time' field shows '10:00 PM to 11:00 PM' and is highlighted with a red box. A 'Helpful information to put in this area includes' section is highlighted with a red box, listing: Instructor name and contact information (e-mail/phone number), Class days/ meeting times, Class zoom link / room location, Instructor office hours, and Office hours room location/zoom link. The 'Categorize' button is circled in yellow at the top right. A mouse cursor is pointing at the bottom of the helpful information box.

- ❖ For the **SUBJECT** put the name of your class.
 - ❖ For the **LOCATION** put your class zoom link or the class room number for an in-person class.
 - ❖ Make sure that the **TIME** is updated to reflect the time that you class meets. (Recommend if class ends at 11:50, simply mark the end time as 12:00.
 - ❖ Next click **CATEGORY** **Color coding is key!!!** Assign each of your classes, work schedule and/or a reoccurring weekly appointments or activities a different color.
 - ❖ Lastly, click on **REOCCURANCE**
- Next, make it a **reoccurring appointment** with the end date being the day after the semester is completed.

Step 1

The screenshot shows the 'Repeat' dropdown menu in Outlook. The 'Repeat: Never' option is selected and circled in yellow. The dropdown menu is open, showing options: Never, Add, Every day, Every week, Every month, Every year, and Custom. The 'Every week' option is highlighted with a red box and a mouse cursor is pointing at it.

Step 2

Repeat

1 Start 8/24/2020

Repeat every 1 week

2 M W F

3 Occurs every Monday, Wednesday, and Friday until May 1, 2021 Remove end date

Save Discard

Step 3

December 2020

2 ↑ ↓

3 Save

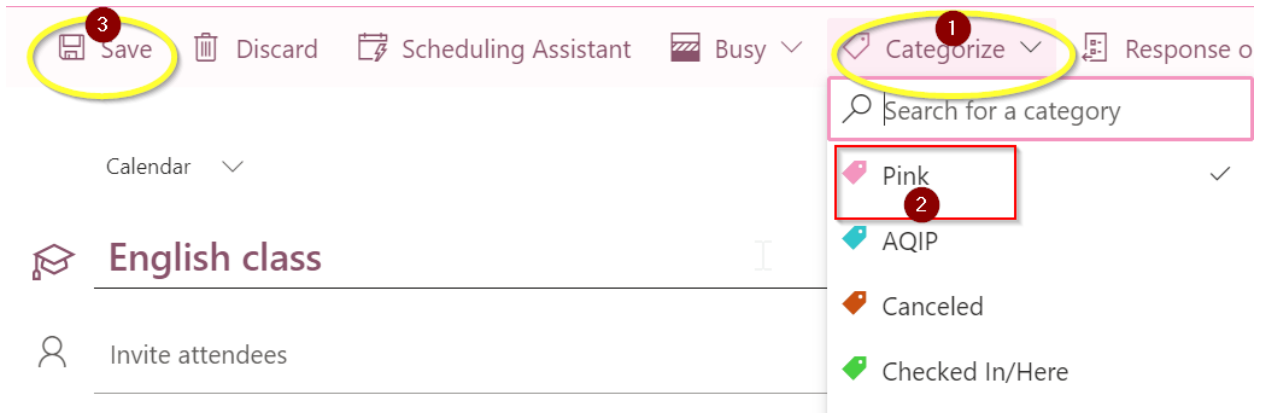
1 Remove end date

Note: Choose the end date to be the day after the semester ends.

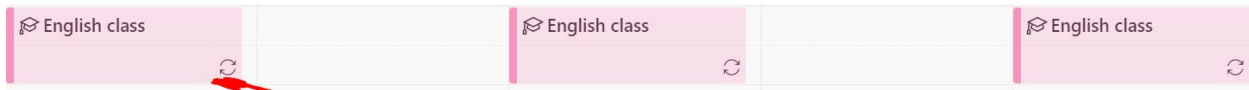
Step 4

You will be brought back to the appointment window that you are currently adding to your schedule:

1. Click **categorize**
2. Choose a color that you want to give that respected class REMEMBER COLOR CODING IS KEY 😊
3. Click **Save**



- Your appointment/class reminder will now show up on your outlook calendar and a reoccurring symbol should show up in the bottom right corner of the meeting (See below picture for example)



- REPEAT this scheduling process until you have all class days/times on your Outlook Schedule

4. ****Remember to give each class a different color****

- Next make a **reoccurring appointment** for any **additional weekly commitments** that you have each week. Again, give each topic a different color

Examples could include:

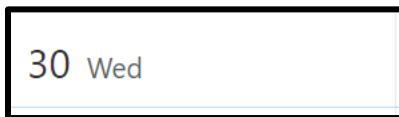
- Days/times you work an outside job
- Clubs/organization meetings
- Therapy appointments
- Days/times you go to the gym

3. ADD IN WHEN ASSIGNMENTS ARE DUE IN YOUR CLASSES

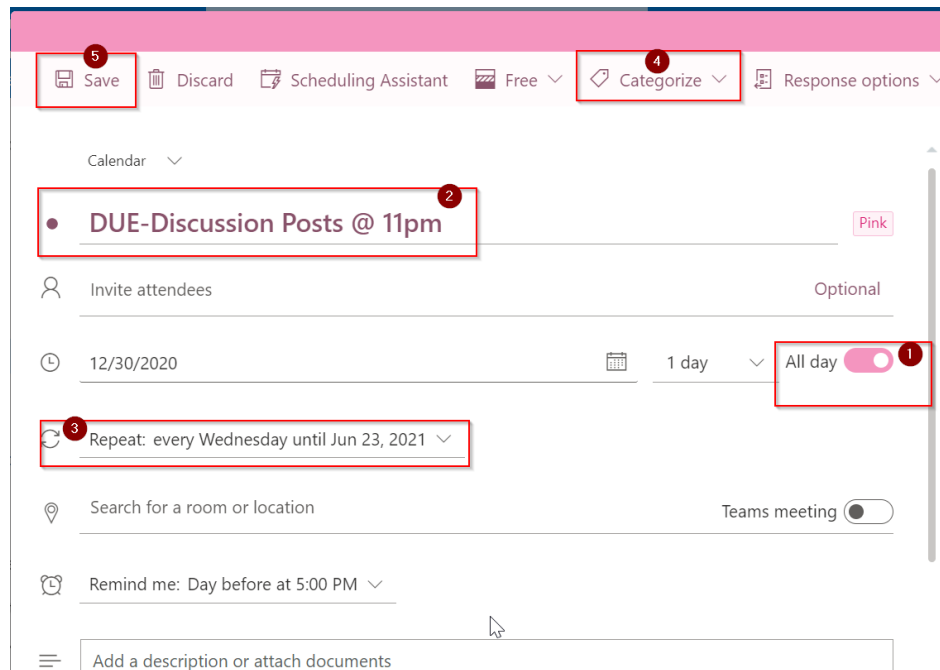
- HELPFUL TIP:** Be prepared to access your class syllabus/D2L page to figure out when assignments are due
- For this next step you need to ask yourself, “*When are assignments due in each of my classes?*” Use your class syllabus/class schedule to help you answer this question
 - **Note:** Some instructors may NOT have a clear pattern of when things are due. For example, instead of listing days of the week that things are due, some instructors may list the month and day assignment(s) are due. So, you may need

to pull up a calendar to help you determine if there is a general pattern of when things are due.

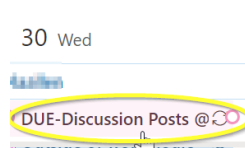
- In the English class example, we are using in this guide, we are going to say that the instructor has weekly due dates where **every Wednesday discussion posts are due, Friday you must reply to two fellow student discussion posts** and then **Sunday homework or papers are due**.
- Make an All-Day appointment on your outlook schedule to help show when each assignment is due by following these steps:
 1. Click on the white space next to the day of a week you want to make an all-day appointment



2. Set up an all-day appointment
 1. Verify that the all-day option is turned on
 2. Title the reminder by first writing the word DUE then state **what** is due that day and **when** it is due that day.
 3. Make it a reoccurring appointment with the end date being the last day of the respected semester
 4. Categorize the appointment so the assignment reminder is the same color that you gave the respected class.
 5. Click Save



6. Your all-day reminder will now show at the top of the respected day that you have it set for.



- Make a reoccurring all-day appointment for each type of assignment that are due each week. Remember to keep the color system consistent for each class.

4. ADD IN STUDY TIME

- After you have blocked off what time your class meets and when respected assignments are due, the next step is to block off study time.
- PRO TIP: For every 1 credit the class is, you should be planning to do a minimum of 2 hours of studying and 1 hour of lecturing time each week.** So, for a 3-credit class there should be 3 hours of lecture/ learn the material time, and 6 hours of studying for a total of 9 hours a week of overall commitment.
 - Keep in mind studying can include, but is not limited to, reading the textbook, completing homework and assignments and studying for exams/quizzes.
- Look at the reoccurring reminders that are now at the top of your calendar to use as a guide for when you have assignments due in each respected class. Then start adding in study time for each respected class on your calendar. Make sure to keep your study time the same color as your respected class. It may also be helpful to clearly state what you want to plan on working on during that study time. For example, English Study Time- work on reading and submitting discussion posts.

5. HELPFUL ADDITIONAL TIPS

- When adding study time, start with the class that is *hardest for you and* work your way backwards
- Space out your study time over multiple blocks and days
 - When planning out your study time do not put all of your study time to work on an assignment the day before it is due. Instead, put smaller blocks of time over multiple days. This will help you build in a back up plan in case you are sick one day.
 - Keep in mind how long you feel like you can study a subject in one sitting and still be productive. A suggestion would be to make sure to study no longer then two hours at a time before giving yourself a break and then switching to a different subject. With that said, if you know you need a break every hour that is completely fine as well. Make sure to plan what works best for your study needs into your schedule
 - It could also be helpful for you to add onto your schedule when your instructor has office hours scheduled each week and what there contact information is.
- Lastly, keep in mind *it takes time to get used to using a new organization schedule.* To help you get into the habit of actively checking your calendar every day, set **a reminder on your phone that goes off each day when you start studying** that could title the alarm/reminder something like Check Weekly Schedule on Outlook. Then have checking your schedule be the *first thing* you do each day when you start studying.