Time Management Assignment # 3: Make a Schedule Assignment (MS Word or Excel)   Name:_____

Purpose: Create a digital schedule using either Microsoft Word or Microsoft Excel for the months of September and October to practise time management, organization and computer skills.

At a minimum you must be able to view an entire month at once

Your Schedule should include:

- ☐ Weekends
- ☐ All assignment due dates
- ☐ All presentation due dates
- ☐ All test dates
- ☐ Come up with a colour scheme to indicate importance, Major/Moderate/Minor, for school work
- ☐ Include Vacations
- ☐ Volunteer Commitments
- ☐ Work
- ☐ Sports

Your Schedule is a work in progress and you will be given class time to update it daily

Category (Mark)	Excellent 5 4.5	Good 4 3.5	Satisfactory 3 2.5	Please come speak to Schaub
Organization **Mark** **Student: /5**	Easy to read and follow An entire month can be viewed at once	Somewhat easy to read and follow An entire month can be viewed at once	Not that easy to read or follow or an entire month cannot be viewed at once	My life is a mess.
Information and Details **Mark** **Student: /5**	The schedule is comprehensive and complete. It includes school due dates and before / after school activities and appointments.	The schedule is somewhat comprehensive and complete. It includes school due dates and before / after school activities and appointments.	The schedule is not that comprehensive. It includes minimal school due dates and before / after school activities and appointments.	I added so little it looks like I am made of time.
Colour Scheme **Mark** **Student: /5**	Colour Scheme Present	Colour Scheme present but leaves something to be desired	Colour Scheme present but not applied well or thoroughly	Black and white for the win