HOW TO USE GOOGLE CALENDAR
TO MANAGE YOUR TIME AND TRACK DEADLINES:

STEP 1) Your first (and very important) step is to take one of the online Time Management workshops below:

**UCSC EOP Time Management Tutorial**
http://eop.ucsc.edu/advising/advising-timemanagement.html

**UCSC Undergraduate Advising Online Time Management Workshop**
http://advising.ucsc.edu/success/online/time-management.html

STEP 2) **Google Calendar** is a resource many of our students (and staff!) use to get organized.

It comes as a free app through your UCSC email account. Simply click on the applications icon in the top menu of your email homepage (looks something like this:

You should add the Registrar's Academic and Administrative Calendar --- including Add/Drop/Swap and other important dates --- by following the directions here:

http://registrar.ucsc.edu/calendar/google---calendar.html

STEP 3) Now you will want to add your class times, section/discussion times, MSI meetings, tutoring times, and other important events to your Google Calendar. (Sync is supported by iPhone and Android!) *You can add “repeating” items easily, as well as color code events so you can set priorities, and schedule reminders for important events, deadlines, etc...go here for more information: [Google Calendar Help](https://support.google.com/calendar/?hl=en#topic=3417927)*

STEP 4) You are now ready to plug in the “study time” schedule that you finalized in Step 1. Enter all of your study hours into your weekly calendar. **Remember**, you should be using this formula for calculating your study hours: [http://eop.ucsc.edu/content/study---formula](http://eop.ucsc.edu/content/study---formula)

STEP 5) Taaa---Daaa! You have an amazing tool for staying on track and managing your time via your Google Calendar...just refer to your calendar regularly to stay on task, and
add deadlines as they come up. You should see amazing results in your grades at the end of the quarter!