

## Using Google Calendar to Organize Your Schedule

**Assignment:** Get your life organized in Google Calendar. Use their color-coded system for the categories and set up reminders and recurrences as needed.

### Financial Responsibilities

Make a list of all your bills and their due dates. (Don't forget your rent!)

**BILLS**

**DUE DATE**

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### Project Due Dates

If you have due dates for upcoming assignments/projects, list them here:

**Project**

**DUE DATE**

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Do You Have **Sporting Events/Practice?**

**EVENT**

**DUE DATE**

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List any other responsibilities and their dates

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