# Transcript: IT Podcast - Ep 47 - IT Podcast - Calendaring 101 - Tony Godfrey

*The following transcript is a verbatim account of the video or audio file accompanying this transcript.*

Speaker #1 (Narrator):

WGU's IT Audio Series, flexible, portable, profound.

Speaker #2 (Tony Godfrey):

Hello and welcome to the WGU IT Audio Series. My name is Tony and I'm a faculty manager for the undergrads cybersecurity program here. Today I'd like to focus on something called your calendar.

What is a calendar? Well, it helps us to be accountable, realistic. It helps us to prioritize what we need to do for that day, that week, that month or so. It keeps us on track to help us achieve our goals, and it also helps us to set boundaries. It also helps us to establish good routines, it allocates specific slices of the day to a particular task or a series of tasks, it ensures important things are not left off our to-do list. Also, don't forget that teaches us again about time management.

Any new habit is going to take a little while getting used to spit a little bit of time each day, each week, each month, and then it just becomes a really good habit or routine after a while. Consistency will be the key to success. As long as we take a look at our calendar, we add to it, we treat it as an active part. Again, you want to own the calendar. You don't want the calendar to own you. Also, it's been talked about that keeping one specific calendar, some of us keep multiple calendars between work, school, families, or stuff. There's some that actually keep one calendar. Multiple calendars sometimes will lead to missed or late appointments and it takes us away from what matters most. If we do combine them, is similar to what professional assistance do to manage busy client lives. Also, don't forget on your calendar, hey, don't forget the scheduled breaks, lunches, etc. Don't put back-to-back events or so with not a lot of time in between, you also need time to breathe, travel, refocus, change gears. You also need to do that as well.

Let's take a look at helping the students set their calendar. You want to make sure to block out again. Time for work, family, appointments that you might have, holidays, business trips, maybe some vacation things that are coming up as well. If you were to open up your calendar right now, would it be electronic? Would it be paper? Would it be shared? Is it sticky notes on a whiteboard? I also find that using colors for specific tasks, it's very helpful. You may want to use, let's say, red for something that needs to be done that day or that week. Yellow for focus time, for instance, purple for training, green for holidays. Don't forget, hey, put family events, you might want to shade those as blue. You can also use specific colors to differentiate between work, school, and home if you wish to work that way. But the thing about it is putting something on the calendar so you know where your time is going and what you need to do for that day.

The other thing about your calendar though, don't forget to set reminders. Sometimes we'll set a 30-minute reminder for a meeting that's coming up and we'll click off on it, and then 45 minutes later, it's like, oh, man, I'm 15 minutes late for this meeting already. For something that's localized, something that you do online, you might want to set that reminder for five or 10 minutes. Then for some of your other ones, if there's travel time involved, don't forget about putting those in there. Or if you need the 60 minutes to prepare for a meeting, make sure you go ahead and you put that reminder far enough in advance where you can focus on that one task.

The other thing that you might want to take a look at, but where does that leave WGU in your hours or day per week? If you recall back from the orientation that you took, very beginning, very first thing you did for us in term 1, there was a calendar creation exercise. Have you went back and taken a look at your calendar since then to see how that's been updated, altered, changed or so? The unique thing about it, if you recall when you're setting up your terms, you and your program mentor worked on certain classes that you have in a term and you also set start and end dates. I need to ask you, are those start and end dates by chance in your calendar? You might want to take a look at that.

This also might be a good time to connect with your course instructor to determine what chapters or sections are needed to be covered each week. If you and your program mentor set up eight weeks, for instance, to do a class, are those start and end dates in your calendar? Have you checked with your CI to find out what you needed to cover each week to go ahead and make that class successful? Also, did your schedule time to take your objective assessment, is all that in your calendar, so you have something to aim for, each week, each day, each month?

Something else you might want to take a look at is any half-hour sections that you might have. If you get an hour lunch, could you spend a half an hour by, let's say, reviewing a slide deck? Maybe you've taken a look at an online video or possibly in other podcasts that we have here on the IT Audio Series.

To recap, using a calendar for school and work, it's planning for study time because we want to see you do well, of course, tracking your course end dates, seeing your availability to do certain things at certain times. If you have a shared calendar with family, basically, you're also maintaining open communication and you're also setting boundaries as well. Are you balancing specific things in your life which will ease your anxiety?

Again, going back planning for study time, there's another podcast that's on the Pomodoro technique. I really like that method, it's been very successful for me the way you can focus 20 minutes on a task, take a break, focus a little bit more distributed practice again. I've heard students say, hey, I studied for three hours last night. It's like sometimes all you get is tired, you want to make sure that that time that you allocated for WGU for studying or even for that new routine, let's say, going to the gym, you've allocated time for that. Again, it's establishing a good habit.

At the very end here, there's a lot of important WGU web links. Again, these are all going to be spelled out in the transcript. If you were to take a look, you could find that we have a series on time management formula that really works. We also have a time management strategy for online college students, about a page and a half, and don't forget our Student's Success Center. There's even a scheduling exercise that we have out there. In addition, the Student Success Center has also put out other articles on time management.

Thank you very much for your time in listening to this podcast and calendaring 101 might be a series going forward, but I hope it's given you some insights and better utilizing your calendar of where your personal life, your work life, family life, and where your WGU life fits in because we want to see you successful and see you at graduation. Take care. Have a great day now.

Speaker #1 (Narrator):

Schedule time with your program mentor to explore more deeply. WGU, a new kind of U.

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