Professionalism & Soft Skills Development

# Assignment: master calendar

**Assignment Description:** Set up and share your master calendar.

**Assignment Environment:** The students should have access to the internet and worksheets included below.

### **exercise 1**

Set up an online accessible calendar using a viable tool such a Google Calendar or Microsoft Office.

### **Exercise 2**

Set up a master calendar and demo to the class from 2 different devices. Make sure to include conversations, follow-ups, meetings for this class 10-Day Outreach Strategy.

* Add daily events (life, class, study, practice, all commitments, downtime, God time, rest, eat)
* Ensure you leave room for margin
* Add long term events with daily “to-do” time

## What to Submit

Set up a master calendar and demo to the class from 2 different devices. Submit a screenshot of your current weekly and next monthly calendar to your instructor. Use the attached worksheet to help get started.

