

Scheduling



Scheduling is important because some tasks must be done at specific times. Scheduling affects your day, your week, your month, as well as other people's workflow. Most people have specific times of the day when they are more or less productive as a result of energy levels and demands of the day. Schedules can be a good way to avoid procrastination, too.

Use your outlook calendar to keep track of all appointments throughout the week. Set reminders for appointments and meetings so you stay on track and don't miss anything. There are also calendar apps available if you prefer. Choose a scheduling tool that suits your situation, the current structure of your job, your personal taste.

Choose a scheduling tool you will actually use. One that lets you enter data easily and allows you to view an appropriate span of time (i.e., day/week/month/schedule view) with details provided. Your work Outlook calendar is probably the best choice.