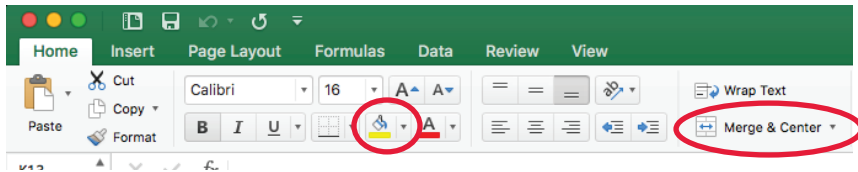


How to Use the Templates

Excel Weekly Schedule Template

Use the Weekly Schedule Template to create your own personalized weekly schedule that you can easily modify.

1. On the Weekly Schedule Template, insert your courses, labs, or other commitments which happen at the same time each week. Some students also like to schedule fixed times for eating and sleeping.
2. Use the Merge and Center button when a commitment requires more than one timeslot.
3. Use the Fill Color feature to assign a colour to each course or type of commitment.



4. Save your personalized schedule.
5. Each week, create a new weekly schedule by copying the original schedule and pasting it on a new sheet inside your Excel file.
6. Update your schedule each week with variable commitments like work hours and biweekly labs.
7. You can also transfer items from your Task Lists to your weekly schedule.

	A	B	C	D	E	F	G	H
2								
3		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	6:00 AM							
5	6:30 AM							
6	7:00 AM			Yoga class				
7	7:30 AM							
8	8:00 AM							
9	8:30 AM							
10	9:00 AM			Biology lab	Chemistry lab			
11	9:30 AM	Gym				Gym		
12	10:00 AM							
13	10:30 AM	Math		Math	Psychology seminar	Math		
14	11:00 AM							
15	11:30 AM	Project Meeting	Psychology		Psychology			
16	12:00 PM							
17	12:30 PM	Chemistry		Chemistry		Chemistry		
18	1:00 PM							
19	1:30 PM		Volunteer					
20	2:00 PM							
21	2:30 PM	History		History	Gym	History		
22	3:00 PM							
23	3:30 PM							
24	4:00 PM							
25	4:30 PM				Volunteer			
26	5:00 PM							
27	5:30 PM		Yoga class					
28	6:00 PM							
29	6:30 PM							
30	7:00 PM							
31	7:30 PM		Biology		Biology			
32	8:00 PM							
33	8:30 PM							
34	9:00 PM							
35	9:30 PM							
36	10:00 PM							
37	10:30 PM							
38	11:00 PM							
39	11:30 PM							
40	12:00 AM							