Why Use a Calendar

Life feeling chaotic? You don't know where the time goes?

Then using a calendar might help. Whether it's a monthly, weekly, or daily schedule, keeping track of your time can help reduce stress significantly.

Figure out which planner works for you.

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❋ **Benefits of using a calendar:** Improved time management which can help increase productivity and make you feel more organized, helping to reduce stress.

❋ **Don't overbook yourself:** Keeping track of your schedule can help make sure you don't have any overlapping events or put too many things on your plate.

❋ **Fill in the gaps:** Being able to see open spaces in your schedule can help reduce stress, and also shows you options for where to fill your time, whether with homework, hanging with friends, or just having free time to rest.

Different Calendars

Monthly: Get an overview for what your whole month will look like. This gives you the ability to find busier days than others and is a great way to set a monthly goal.
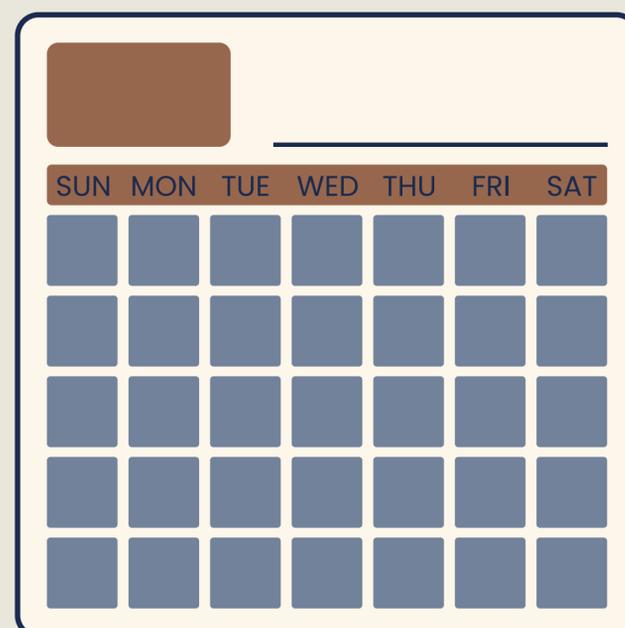
Weekly: Get an overview for what your week looks like. Good for keeping track of events and their times, and the ability to see if there are any overlaps or open spaces in your schedule.

Daily: Get an overview for what your day looks like. Good for keeping track of specific events and their times, as well as keeping to-do lists of things that need to get done throughout that day.

Monday

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Google Calendar gives you the ability to view all of these calendars, either on their browser or through the app!