**Calendaring**

**Module Companion**

**Directions:** *Answer the questions or do the activity in each box that corresponds to the Calendaring module.*

**Scheduling events on a calendar can increase your independence, make sure you complete important tasks, reduce your anxiety about upcoming events, and help you keep track of upcoming deadlines. What is something you have coming up that you are anxious about? Write how using your calendar could help you reduce your anxiety about the upcoming event.**

**Planning ahead means actively thinking about and preparing for future deadlines. Write two deadlines or events you have coming up.**

1.
2.

**Planning ahead means looking up information about an event you have coming up. Look up or think about an event you have coming up and write down two details about it (e.g., time, location, materials needed).**

1.

1.

**People use a wide variety of calendars to stay organized. What type of calendar to you currently use? If you do not currently use a calendar, would you be most likely to use a traditional wall or desk calendar, a day planner, or an electronic calendar?**

**Color-coding events and appointments can be very helpful. What would be a reason someone would color-code their calendar? If you do, what type of color categories do you use? If not, what categories would be helpful for you to use?**

**What is a reoccurring event? Why would someone want to set up a reoccurring event in their calendar? Do you have any reoccurring events?**