1. **Scheduling events on a calendar can**
2. Help you solve problems
3. Increase personal conflicts
4. Increase your independence
5. Reduce time it takes to do chores
6. **Scheduling events on a calendar can**
7. Help you keep track of upcoming deadlines
8. Help you track what others get done
9. Increase your personal skills
10. Decrease accomplishments
11. **Setting up a calendar requires you to**
12. Have extensive training
13. Plan ahead for at least a year
14. Prioritize activities
15. Track everything you do
16. **Using an e-calendar is an excellent choice because of their**
17. Note taking capabilities
18. Low cost
19. Priority setting capabilities
20. Organization capabilities
21. **With an e-calendar you can use different views such as**
22. Day, week or month
23. Landscape or portrait
24. Scenic view
25. Personal viewpoint
26. **When scheduling an event on an e-calendar you can**
27. Set reminders
28. set your ringtone
29. Text yourself
30. Copy it to your planner
31. **When scheduling an event on an e-calendar you should**
32. Take a picture
33. Add details such as where an event occurs
34. Add encryption
35. Automatically schedule based on your location
36. **When scheduling an event on an e-calendar you can**
37. Rank importance of who will attend
38. Set refining events
39. Rank event importance
40. Set re-occurring events
41. **Color coding on a calendar can**
42. Keep you organized
43. Keep you calm
44. Relieve stress
45. Assure you are on time
46. **Think of reminders on an e-calendar as \_\_\_\_\_\_\_\_\_\_\_\_\_ for your calendar.**
47. A companion
48. A task master
49. An alarm clock
50. Unnecessary