

# EFFICIENT SCHEDULING AND TIME MANAGEMENT WITH MICROSOFT CALENDAR

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
6 am							
7 am							
8 am							
9 am							
10 am							
Lunch							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
Evening							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							