

# Responsibility and Organizational Skills

## LET ME CHECK MY CALENDAR

Many businesses use Microsoft Office products to help with time management within their organization. Once an appointment/meeting/activity has been placed on the calendar within applications like Outlook and Office365, users can “invite” others to attend, ensuring that items have been placed on their calendars as well.

Use the calendar feature located in your Office365 account to organize and prioritize activities for the current/upcoming month.

- Record all school assignments/tests in red
- Record all school activities (CTSO meetings; baseball practice; football games) in blue
- Record all personal activities (work schedules, appointments, birthdays) in green

At the end of the month, type your name in block for the 1<sup>st</sup> of the month and **print a copy of the calendar for your portfolio.**

## Soft Skills @ Work

