**Activity 4.2 Building a Project Calendar**

**(see Figure 4.7 as an example)**

Calendars should always be in rough-draft form and revised continually. Consider taking 10 to 15 minutes to draft your calendar and be ready with pencil in hand to make changes. Here are a few steps to consider when building your calendar:

1. Use a pencil or .doc format.
2. Organize workshops across the surface-, deep-, and transfer-learning levels.
3. Sequence each phase to week allotments.
4. Establish benchmarks to check in on progress.

**PROJECT CALENDAR TEMPLATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT CALENDAR** | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Week 1  *[Phase 1 and Phase 2]* |  |  |  |  |  |
| Week 2  *[Phase 2 and Phase 3]* |  |  |  |  |  |
| Week 3  *[Phase 3 and Phase 4]* |  |  |  |  |  |

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