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Monika Weise Time dominates our lives, and meetings and deadlines guide us through our time. Tracking your calendar's time-tolema tasks keeps every day running smoothly and efficiently. You can budget both your money and your time by making a printable Monday through Friday calendar at home. When you use a waste program that is already running on your computer, you can create a working calendar that you can print whenever you need it. Click the Windows Start button, and then click All Programs and Accessories. Click Paint (or Paintbrush if you're using a Mac). Click the toolbar on the left side of the Paint window. To read the toolbar button titles, hover over the toolbar icons. You can use the Line tool to create five columns for a printable calendar. You can also use this tool to create lines for writing to appointments or times. On the left toolbar, click The Text tool. In step 2, right-click the box that you created for Monday. A text box and a toolbar are displayed where you can change the font. Select the font, font size, and font color. Write Monday. You can use guides to assemble and position a text box in a text box. Repeat these steps from Tuesday to Friday. On the menu bar, click File, and then click Preview. If you're satisfied with your calendar, click the Print button in the upper-left corner of the preview window to print your calendar. If not, click the Close button in the upper-right corner of the preview windows. Make your changes and print. Start a new document in a word processor. Usually, you click File, and then click New. Check your word processor's Help file if you need more help. Use the Table function in the word processor to draw or insert a five-column table. Select or draw as many lines as you need to select appointments in the calendar you want to print. Click the left cell in the table. You can use the font function in word processor to select a font and font size and color. In the first cell, type Monday. Click the next cell, and then type Tuesday. Continue across the top row until you have entered Wednesday, Thursday, and Friday. On the menu bar, click File, and then click Preview. If you're satisfied with your calendar, click the Print button or printer icon, which is usually located on the toolbar under the menu bar. If not, click the Close button, which is usually also located on the toolbar under the menu bar. Last updated 10.7.2020 Life is wasted in the intermission. The time when the alarm first sounded and when you finally decide to get out of bed. Time sitting at the desk and when productive work starts. The time between the decision being taken and the decision to be taken. Slowly, your day has been cut back. all unused intermission. Eventually, time loss, laziness and procrastination You think it's better. The solution to recovering these lost middle moments is to create rituals. Every culture on earth uses rituals to transfer knowledge and code behaviors that are considered important. Personal rituals can help you build a better pattern of handling everything when you wake up and work. Unfortunately, when most people see rituals, they see unnecessary superstition. In fact, many rituals are based on a primitive understanding of the world. But by building personal rituals, you get to code the behavior that you feel is important and cut out wasted middle moments. Programming your own algorithms Another way to view rituals is to see them in computer algorithms. An algorithm is a set of instructions that are repeated to get a result. Some algorithms are highly effective, sorting or searching for millions of data in a matter of seconds. Other algorithms are large and cumbersome, and it takes hours to complete the same task. By forming rituals, you are building algorithms for your behavior. Take a delayed and painful waking pattern, discuss whether to sleep for another two minutes, press the snooze button, repeat almost late to work. This can be reprogrammed to get out of bed immediately without discussing your decision. How to form a ritual I have set myself personal rituals for email processing, waking up every morning, writing articles and reading books. These rituals don't make me inflexible, but give me a useful default pattern that works best 99% of the time. Whenever my current ritual doesn't work, I can always stop using it. Forming a ritual is not too difficult, and the same principles for changing habits apply: Enter your order of behavior. I suggest you start with a simple ritual with a maximum of only 3-4 steps. Wait until you have created the ritual before attempting to add new steps. Commit to following your ritual for 30 days. This step takes the idea and suggests it as a way into the nervous system. Specify a clear trigger. When does your ritual begin? It's easy to wake up to a ritual – the sound of the alarm clock works. As for what makes you go to the gym, read a book or reply to an email - you have to decide. Edit the pattern. Your algorithm probably won't be fully effective the first time around. Making a few improvements after the first 30-day trial can make your ritual more useful. Ways to use the ritual Based on the above ideas, you can implement your own rituals in the following ways: 1. Awakening Set a morning ritual for waking up and the following things you do immediately afterwards. To combat dyslyness immediately after waking up, my solution is to make a few push-ups right away after getting up. After that, I did holistic reviews in which I wrote my thoughts on the week and progress as a whole. Now I'm going to focus on specific plans, ideas and measurements. Last thoughts We all want to be productive. But time loss, procrastination and laziness sometimes make us insurmountable. If you have such difficulties, do not be afraid to use these rituals to help you overcome them. For more tips on overcoming waste of time and procrastinationFeatured photo credit: RODOLFO BARRETO via unsplash.com Whether you're a teacher or a student, you can organize this school year with these special purpose calendars. Print or download a free template from one or more of the sites listed below. If you click on the site, you'll notice that most of these sites will be updated before the new school year. These blank calendars in a few basic formats can be customized and used in any given year. You can choose from a variety of calendars aimed at children in the classroom or home. School calendars are also available, planning calendar and schedule calendar. Publisher and Word formats have more than one for the current year. Most are monthly calendars, although a few are one-page year calendars and there are even a couple of photo calendar templates. The 15-month school year calendar is in large and small sizes for the current school year plus in previous years. Other links on the page go to different calendars, such as weekly and monthly designers. These Excel templates are automatically updated per calendar year. The shapes include 14 months (July-August), horizontal and vertical designs, and an annual calendar of 12 months and 14 months. The download includes the entire collection in multiple color schemes, and you can even customize the month of start with an eternal calendar template. These full-year and 14-month monthly calendars are horizontal, vertical, and in a variety of colors. For Excel, there are templates and downloadable PDF-printed calendars that come in the first formats of Monday and Sunday, some of which are holidays. The style is more streamlined and refined, used by colleges and universities. These Excel files are also available for download from the School Calendar collection Calendar Nexus and create a very basic schedule model that is great for high school and college students. The models are divided into 30-minute and 15-minute additions. One at a time.

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