

**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 <i>[Phase 1 and Phase 2]</i>					
Week 2 <i>[Phase 2 and Phase 3]</i>					
Week 3 <i>[Phase 3 and Phase 4]</i>					

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