Assignment Guidelines: TIME MANAGEMENT

General Instructions:

- **Deadline: Oct. 23, 2009**
- **Use GSpace to upload your file to our class Gmail account**
  - please name them as "section_number_name_type" with underlines between each word.
- **Give me printouts (leave them in my mailbox) if you want feedback in writing.**
- **10 points will be taken off for late assignments!**

Specific Requirements:

- For the schedule format, please refer to WB 1.2 assignment from **Introduction to University** course (there is a pdf file on the link next to this guideline). Basically, you need to produce one current weekly schedule, and think about how you can revise it to become a better, practical schedule. You may create one with Chinese texts and the other one with English texts.
- Give a title to your schedules
- Type a brief description about these time management tables (e.g., it could be the comparison of the two schedules)
- With the descriptive paragraph, show me somewhere you know how to apply soft return and hard return
- Insert Tables. Combine or split cells where necessary.
- Vertical wording for some cells (直書)
- Apply colors to some cells
- Change color or thickness of the lines of the table
- Insert at least one graphic (or logo) into your table
- Overall effect