

Use the two calendars to create a schedule for your Interview.

1. The first date to mark on your calendar is the **Interview Due Date** (if you are assigned one).
2. Shade in the parts of the day you're in school, have practices, lessons, or work.
3. Enter the Interview date once you've set it up.
4. Schedule time to **call and confirm** the date and time of the Interview (usually two or three days before the Interview).

MY CALENDAR

CALENDAR TIPS:

- * Schedule your Interview early enough so that you have time to complete it before your Project is due or your class ends
- * Have your calendar out during Cold-Calls so you can see when you are free
- * Use the calendar in your email or on your phone to set reminders
- * Think about the time it will take to get to your Interview, then add 30 more minutes just in case

CALENDAR MONTH: _____

| SUN | MON | TUE | WED | THU | FRI | SAT |
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CALENDAR MONTH: _____

| SUN | MON | TUE | WED | THU | FRI | SAT |
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