

Sample October Calendar

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 On-duty 3 hours + on-call overnight	2	3 Committee Meeting 1 hour	4	5 On-duty 6 hours + on-call overnight	6
7 Program planning 2 hours	8 Team Meeting 2 hours	9	10 One:one meeting with RLC 1 hour	11 Learning strategy 1 hour	12	13 Administrative work 2 hours
14	15 Team Meeting 2 hours	16 On-duty + on-call overnight 3 hours	17 Committee Meeting 1 hour	18	19 Portfolio/Committee Event 3 hours	20
21	22 Team Meeting 2 hours	23 Learning Strategy 1 hour	24	25	26 Meeting with on campus partner 1 hour	27 On-duty + on-call overnight 6 hours
28 Administrative work 2 hours	29 Team Meeting 2 hours	30 One: one meeting with RLC 1 hour	31 Committee Meeting 1hour On Duty – Halloween 6 hours			

In addition to these scheduled hours, you should be spending a minimum of 5 hours a week engaging with your community and/or working on your portfolio