

### **Timetable based on Library Website**

Follow the steps given below:

1. Login to a computer
2. Go to Unitec Library Website: <http://library.unitec.ac.nz/>
3. Click on **Study Toolbox** button
4. Click on **HOW TO WRITE AN ASSIGNMENT** button
5. Click on **PLAN** button
6. Click on **Assignment Calculator** button
7. Enter the **Start Date** and **Due Date** for your assignment
8. Click on **Calculate Schedule** button
9. You may add how much time you want to spend on each activity in each of the three phases (Phase One, Phase Two and Phase Three)
10. You can complete your timetable in MS Word document or MS Excel spreadsheet