

Visual Time Manager (1.0)

by Charles DeShazer

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Introduction

Visual Time Manager is an excel spreadsheet and macro set that will facilitate the development of weekly schedules. The graph-like schedules make it easy to see how busy your weekly schedule is and helps to identify gaps and overbooked times. Also, free hours and scheduled hours are totaled for each day. The busiest and least busy days are identified.

Getting Started

Open the macro set, "VTM Macros" first. It will prompt you for a file to open. A template entitled "VTM Template" is included. Open this template first. You can now begin to fill in your weekly schedule.

Suggestion: First fill in your established weekly tasks and commitments (such as your job, exercise schedule, etc). Then save this as your template. You can use this template as a foundation for your weekly schedules.

Setting up Schedule for a New Week

- (1) Press *option-command-V*
- (2) A Prompt will ask if you want to use the currently open schedule as template. Enter "Y" for yes (to keep all appointments on this schedule as they are) or "N" for no (to clear all appointments).
- (3) If YES: (a) You will be prompted for a starting date. Enter the date of the Monday of the week's schedule, (b) enter the name that you want to save the file under, (c) you are now ready to edit the new schedule.
- (4) If NO: (a) A prompt will verify that you want to clear all appointments on this schedule, (b) Enter the date of the Monday of the week's schedule, (b) enter the name that you want to save the file under, (c) you are now ready to edit the new schedule.

Entering an Item

- (1) In a single column, select the time slot to be scheduled
- (2) Press *option-command-N*
- (3) Type in the description for the item

Deleting an Item

- (1) Select the time slot of the item to be deleted

(2) Press *option-command-E*

To Change Starting Date of the Schedule

(1) Press *option-command-W*

(2) Enter the new starting date

Visual Time Manager (VTM) Template and Macros are Shareware !

If you find VTM useful, please send \$10 to:

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Your support of shareware software is greatly appreciated

Please send any questions, suggestions and general comments to:

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