

## Mark Brittenham's schedule: the color coding

The color coding describes the type of activity I am engaged in, and your likelihood to convince me to be doing something else instead.

dark blue: teaching. I must be there.

light purple: recitation. I don't teach these.

light blue: advising meetings. My advisee has priority (no exceptions).

light orange: reading course. The student(s) taking the course have priority.

dark orange: primary seminars. I always attend.

dark purple: secondary seminars. I usually attend.

dark green: research meeting/dedicated time. Reserved for research collaborations.

light green: office hours. These are times that I will be in my office and can be interrupted for anything.

All other times (uncolored): unreserved time. I could be in or out of the office, depending upon the circumstances. If I am in my office, then in most instances I can be convinced to do something other than what I am currently doing.