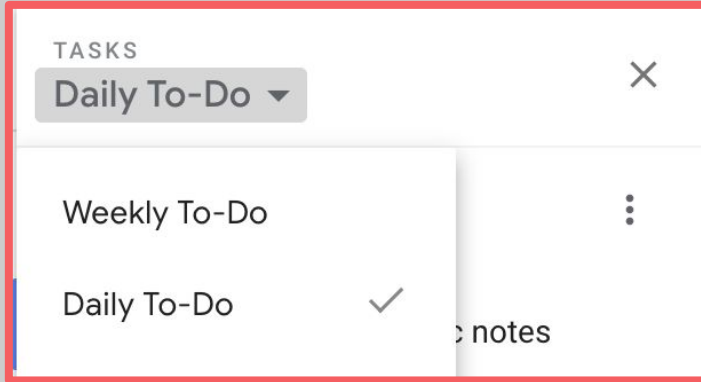
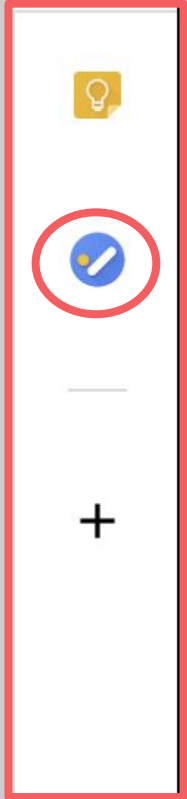


# Google Planner Pt. 2

# Using Google Planner Tasks

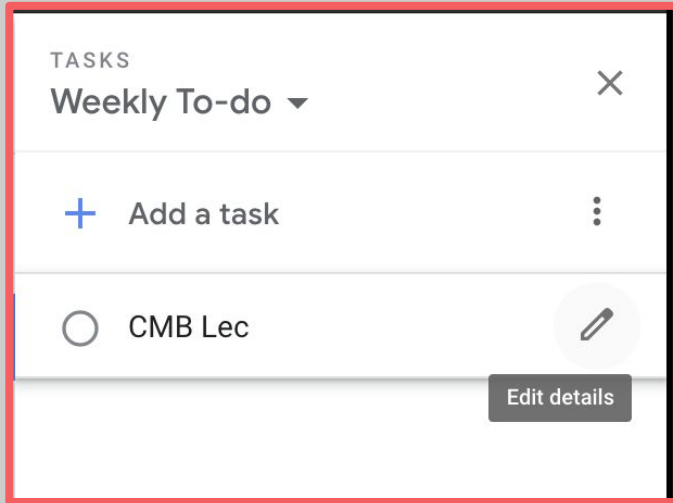


Step 1. Open up Google Calendar and open Tasks add on.

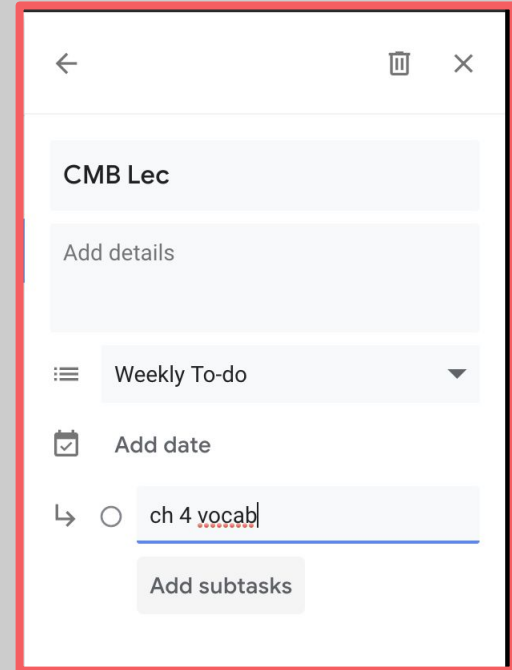
Step 2. Create a Weekly and Daily To-Do list.

# Setting Up Weekly To-Do List

Step 3. Create tasks in the weekly planner with the names of your classes. Do this for every class.



Step 4. Create sub-tasks for each class to denote all the tasks you need to accomplish that week.



# Weekly To-Do List

In the end your Weekly To-Do list should look like this, where every class is accounted for and each subtask is the work that has to be completed this week.

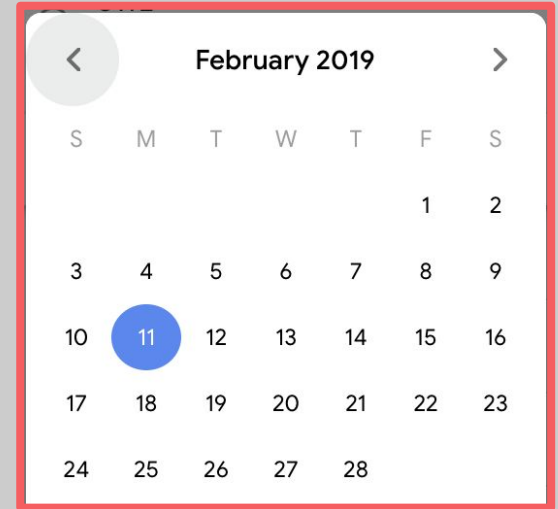
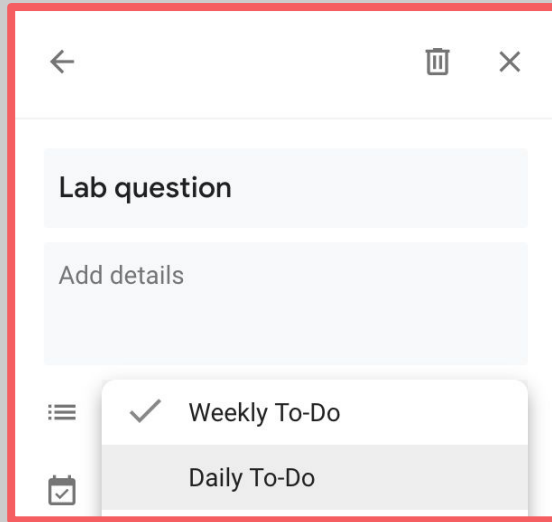
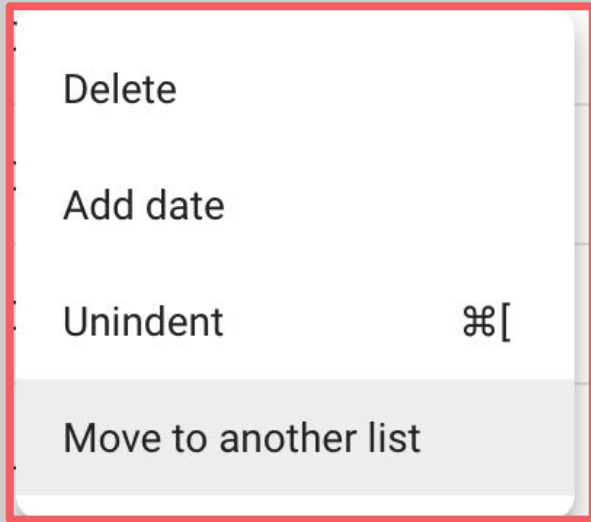
A screenshot of a mobile application interface for a 'Weekly To-Do' list. The interface is titled 'TASKS Weekly To-Do' with a close button (X) in the top right corner. The list contains several main categories, each with a radio button and a list of sub-tasks, also with radio buttons. The categories and their sub-tasks are: CMB Lec (CH 4 vocba, CH 5 vocab, CH 6 vocab), CMB Lab (Lab question, Lab Unknown Bacteria sheet), CHM Lab (Lab 2 lab report, Lab 3 prelab, Lab 3 quizlet), CHM Lec (Ch 13 skim through), and PSYCH 254 (Ch 4). The entire screenshot is enclosed in a red border.

- CMB Lec
  - CH 4 vocba
  - CH 5 vocab
  - CH 6 vocab
- CMB Lab
  - Lab question
  - Lab Unknown Bacteria sheet
- CHM Lab
  - Lab 2 lab report
  - Lab 3 prelab
  - Lab 3 quizlet
- CHM Lec
  - Ch 13 skim through
- PSYCH 254
  - Ch 4

# Setting up Daily To-Do List

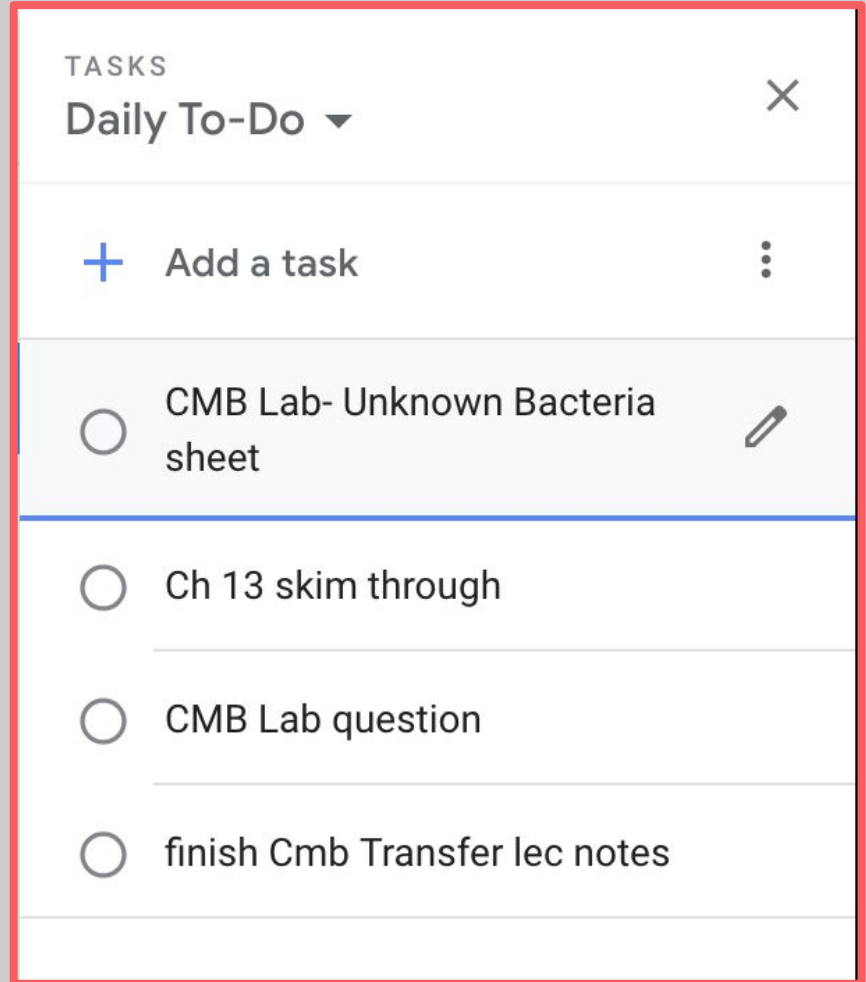
Step 5. Every day transfer all the sub-tasks you want to do that day from the Weekly To-Do list to the Daily To-Do list.

Step 6. You can add a date to the task to make the task a reminder on the Google Calendar.



# Daily To-Do List

In the end the Daily To-Do List should have everything that you want to accomplish that day, and you can check those tasks off.



The image shows a mobile application interface for a task list. At the top, the word "TASKS" is displayed in a small, grey font. Below it, the title "Daily To-Do" is shown in a larger, bold, grey font, followed by a downward-pointing chevron icon. In the top right corner, there is a grey "X" icon. Below the title bar, there is a white button with a blue plus sign and the text "Add a task". To the right of this button is a vertical ellipsis (three dots) icon. Below the button, there is a list of tasks. Each task is preceded by a grey circle icon. The first task is "CMB Lab- Unknown Bacteria sheet", which is highlighted with a blue horizontal line. To the right of this task is a grey pencil icon. Below this task are three more tasks: "Ch 13 skim through", "CMB Lab question", and "finish Cmb Transfer lec notes". Each task is separated from the next by a thin grey horizontal line.

TASKS

Daily To-Do ▾

+ Add a task

CMB Lab- Unknown Bacteria sheet

Ch 13 skim through

CMB Lab question

finish Cmb Transfer lec notes

# Blocking Out Time To Study

Once everything is filled out in your Tasks Section, it is time to start thinking about when to study. For this you need to reference your Daily and Weekly Calendar.

To best do this use Google Calendar on Weekly or Daily view.

The screenshot displays a Google Calendar interface for the week of March 31 to April 6, 2019. The calendar is in weekly view, showing a grid of days and time slots. The following table summarizes the events shown in the calendar:

Day	Time	Event
Tue, Mar 26	9:00 AM - 10:15 AM	CHM 101 Exan
Tue, Mar 26	9:00 AM - 10:15 AM	MTH 131
Tue, Mar 26	11:00 AM - 12:15 PM	CHM 101
Wed, Mar 27	12:00 PM - 12:50 PM	BIO 201
Thu, Mar 28	9:00 AM - 10:15 AM	MTH 131
Thu, Mar 28	11:00 AM - 12:15 PM	CHM 101
Fri, Mar 29	12:00 PM - 12:50 PM	BIO 201

On the right side of the calendar, there is a 'TASKS Weekly To-Do' list with the following items:

- CHM Lab
  - Lab 2 lab report
  - Lab 3 prelab
  - Lab 3 quizlet
- CHM Lec
  - Chm video lesson
  - make ch 13 notes from skills book
- MTH 131
  - Ch 4
  - Ch5
- BIO 201
  - response 1
    - Thu, Feb 14
  - response 2
    - Sat, Feb 16

# Purpose of Blocking Out Your Time

Being able to see what times you have available throughout the day will help you in gauging what tasks you can accomplish in one day.

Step 1. Identify free time: 10:15am- 10:50am & 1pm- 3pm

Step 2. Identify what you can and what you should be doing in that time: CHM video lesson & Ch 4 /5 reading

Step 3. Move those identified tasks to your Daily To-Do List and even write out the time that you want to do them to remind yourself.

The screenshot displays a calendar interface for Thursday, April 4, 2019, for the user Shania Moretti. The calendar shows a grid with time slots from 9 AM to 7 PM. Two blue blocks represent scheduled classes: 'MTH 131' from 9:00 AM to 10:15 AM and 'CHM 101' from 11:00 AM to 12:15 PM. Two grey blocks represent free time: one from 10:15 AM to 10:50 AM and another from 1:00 PM to 3:00 PM. To the right, a 'TASKS' panel titled 'Weekly To-Do' lists several tasks with radio button selection options. Two red boxes highlight specific tasks: 'Chm video lesson' (under 'CHM Lec') and 'MTH 131' (under 'MTH 131'), which includes sub-tasks 'Ch 4' and 'Ch 5'. Arrows point from the 10:15 AM-10:50 AM free time block to the 'Chm video lesson' task, and from the 1:00 PM-3:00 PM free time block to the 'MTH 131' task.

Today < > April 2019

THU 4 Shania Moretti

GMT-05 8 AM

9 AM MTH 131 9 - 10:15am

10 AM

11 AM CHM 101 11am - 12:15pm

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

TASKS Weekly To-Do

- CHM Lab
  - Lab 2 lab report
  - Lab 3 prelab
  - Lab 3 quizlet
- CHM Lec
  - Chm video lesson
  - make ch 13 notes from skills book
- MTH 131
  - Ch 4
  - Ch 5
- BIO 201
  - response 1

Thu, Feb 14