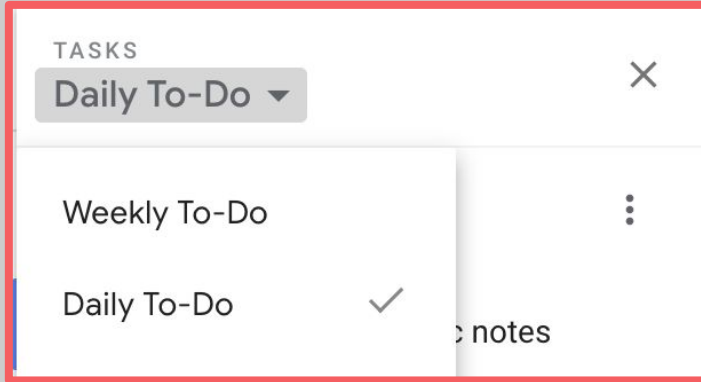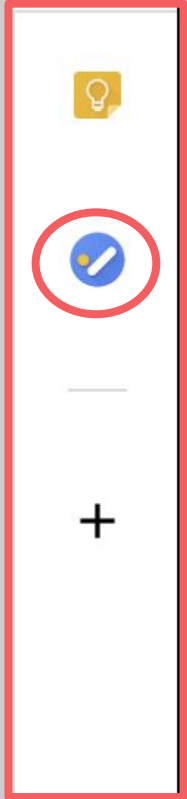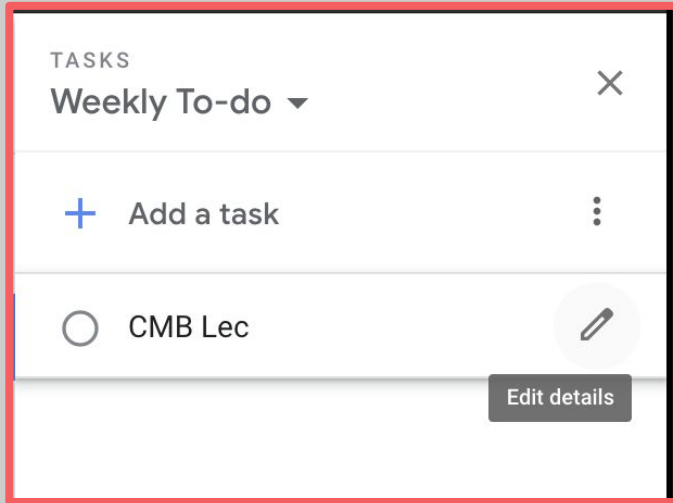Google Planner Pt. 2

Using Google Planner Tasks

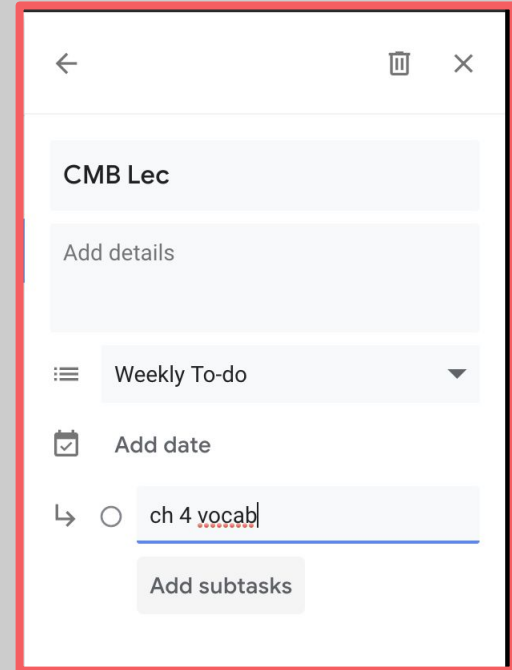Step 1. Open up Google Calendar and open Tasks add on.

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.

- ○ 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
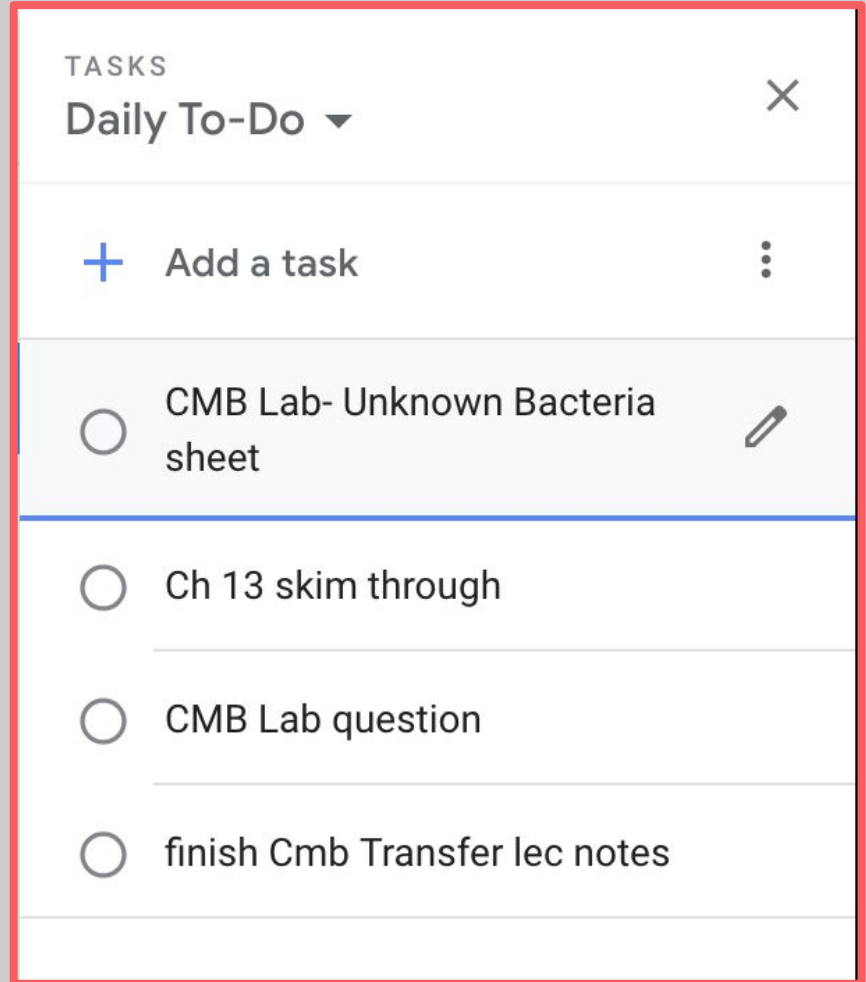- ○ PSYCH 254
  - ○ Ch 4

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.
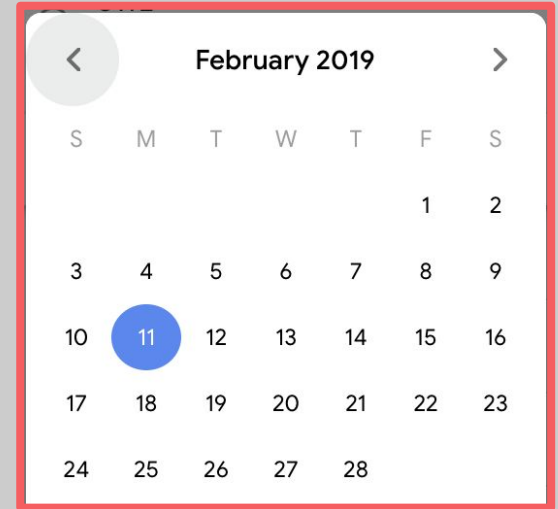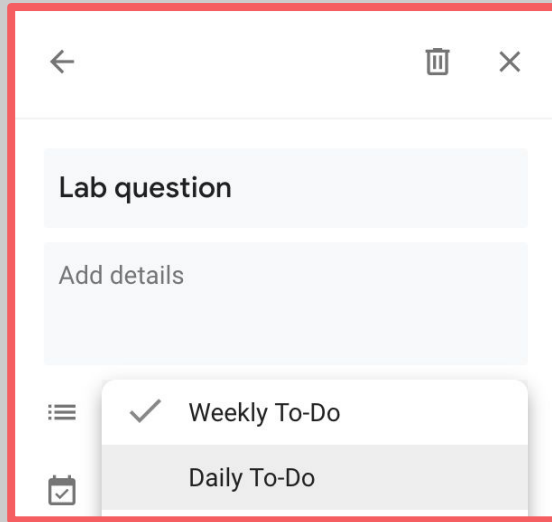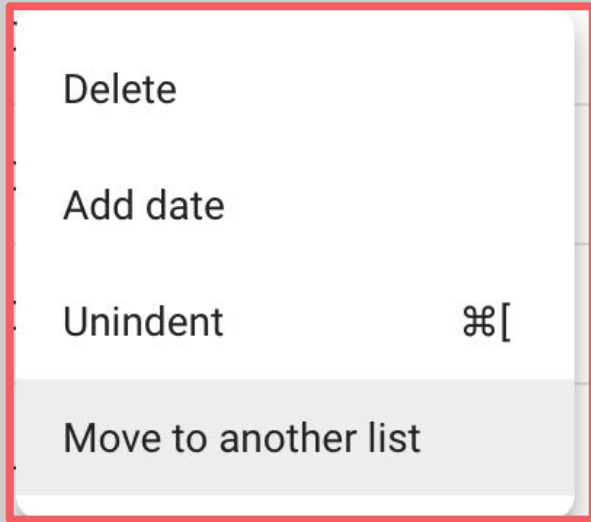
Daily To-Do List

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.

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.

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.