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Factsheet 6: Time management and to-do list tools.

Why?

- Keeping study resources organised can help save time.
- Managing study time can help ensure tasks are completed to deadlines.
- Managing time can help ensure that work / study tasks are spread out, reducing pressure 'pinch-points'.

How?

- Review your course timetable and identify deadlines.
- Determine tasks that are small, medium, multi-layered or extensive.
- Estimate the time needed for tasks.
- Prioritise tasks that are most important.
- Plan for study and leisure.

Using digital calendars

Most of us have access to a digital calendar through a computer, tablet or phone.

Using these we can:

- Plan and organise time / events.
- Set reminders for tasks / events.

Using a calendar tool, we can plan and organise time taking into account all aspects of our lives including work, study and leisure activity. Several tools are noted within this factsheet. However, there are many available so choose the one that suits you best.

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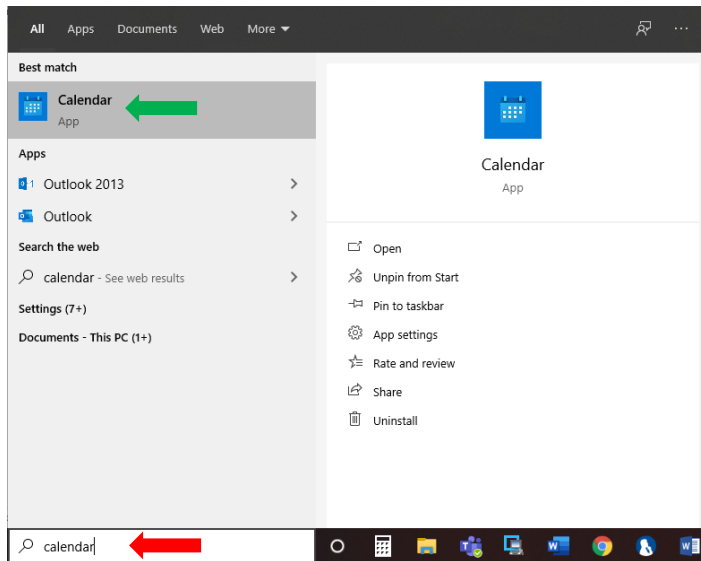


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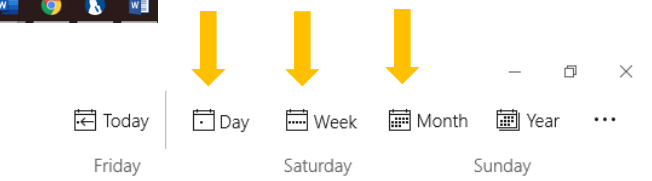


Windows Calendar

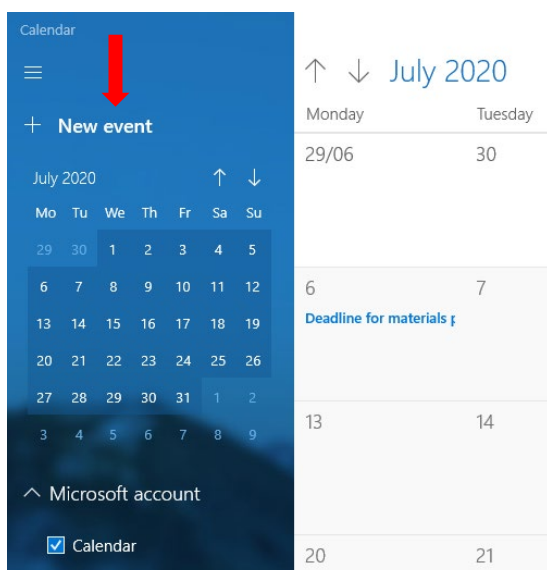
- Type 'Calendar' into the search box next to the Windows start button (red arrow).
- Select the 'Calendar' app (green arrow).



- Choose your calendar view (yellow arrows).



- Select 'New event' to enter an event into your calendar (red arrow).



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- Enter event details.
- Choose a suitable reminder (red arrow).
- Adjust other settings as appropriate.
- Click 'Save' to finish (green arrow).

Calendar

Home

Save Delete Show as: Busy Reminder: 15 minutes Repeat

Details

😊 Deadline for essay module F34222

Location

Start: 29 June 2020 09:00 All day

End: 29 June 2020 09:30

Ensure to complete the essay in advance of the deadline

- View your Calendar entries regularly and update with new events.

July 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29/06 9 Deadline for essay m	30	01/07	2	3	4	5
6 Deadline for materials f	7	8	9 Get Tech GO! Event 11 Untitled	10 Call course tutor re assi	11	12
13	14 Meeting with Agency re	15	16 11 Get Tech GO! Event	17	18 9 Seeing friends in the 15 Online film event	19
20	21 Deadline for proect	22	23 11 Get Tech GO! Event	24	25	26

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Microsoft Outlook Calendar

- Open Microsoft Outlook.
- Select the Calendar Icon to view your calendar (red arrow).

The screenshot shows the Microsoft Outlook interface. The top ribbon includes tabs like File, Home, Send / Receive, Folder, View, Developer, Help, Acrobat, and Tell me what you want to do. The 'Home' tab is active, showing various icons for creating new appointments, meetings, and items. Below the ribbon, there are navigation buttons for 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', and 'Schedule View'. The 'Month' view is selected. The main area displays a calendar for July 2020, with events such as 'Complete research for proect work', 'Get Tech Go Workshop 1', 'Essay deadline - Fine Art', 'Get Tech Go Workshop 2', 'Get Tech Go Workshop 3', and 'Film night with friends'. A red arrow points to the calendar icon in the 'My Calendars' section on the left.

- Choose your calendar view from the toolbar icons (yellow arrows).

This close-up shows the Outlook toolbar. The 'Month' view icon is highlighted with a grey background. Four yellow arrows point to the 'Day', 'Work Week', 'Week', and 'Month' view icons. A green arrow points to the 'New Appointment' icon in the 'Home' tab.

- Select 'New Appointment' to enter an event into your calendar (green arrow).

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- Enter event details.
- Choose a suitable reminder (red arrow).
- Colour code event types (green arrow).
- Adjust other settings and add details as appropriate.
- Click 'Save and Close' to finish (yellow arrow).

The screenshot shows the Outlook 'Appointment' window for an event titled 'Meeting with project team to review work completed so far.'. The event is scheduled for Wednesday, 08/07/2020, from 10:00 to 10:30. The 'Options' section is expanded, showing a reminder set to '1 day' and a 'Categorize' dropdown menu. The 'Categorize' menu is open, showing various color-coded categories: Blue, Green, Orange, Purple, Red, and Yellow. A red arrow points to the 'Options' section, and a green arrow points to the 'Green Category' in the dropdown menu. A yellow arrow points to the 'Save & Close' button in the bottom left corner.

Stage three of project work – meet with team members to review progress and plan ahead. |

View your Calendar entries regularly and update with new events.

Top tip

You can add your study timetable to your Outlook Calendar.

The screenshot shows the Outlook 'Calendar' menu. The 'From Internet...' option is highlighted with a red arrow. The menu also includes options for 'From Address Book...', 'From Room List...', 'Create New Blank Calendar...', and 'Open Shared Calendar...'.

- Select 'Open Calendar' from the menu toolbar.
- Select 'From Internet' (red arrow).

The screenshot shows the 'New Internet Calendar Subscription' dialog box. It prompts the user to 'Enter the location of the internet calendar you want to add to Outlook:'. An example URL is provided: 'webcal://www.example.com/calendars/Calendar.ics'. A green arrow points to the input field. The dialog box has 'OK' and 'Cancel' buttons.

- Follow the instructions noted in the factsheet 'Online Student Timetable - CMISGo User Guide v1.0'.
- Paste your timetable link into the dialogue box (green arrow) and click 'OK'.

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Google Calendar

- Open your Google Calendar.
- Choose your calendar view from the toolbar (green arrow).
- Select 'Create' to enter a new event into your calendar (red arrow).

- Enter event details.
- Choose a suitable reminder (red arrow below).
- Colour code event types (green arrow below).
- Adjust other settings and add details as appropriate.
- Add guests if appropriate (purple arrow below).
- Click 'Save' to finish (yellow arrow below).

View your Calendar entries regularly and update with new events.

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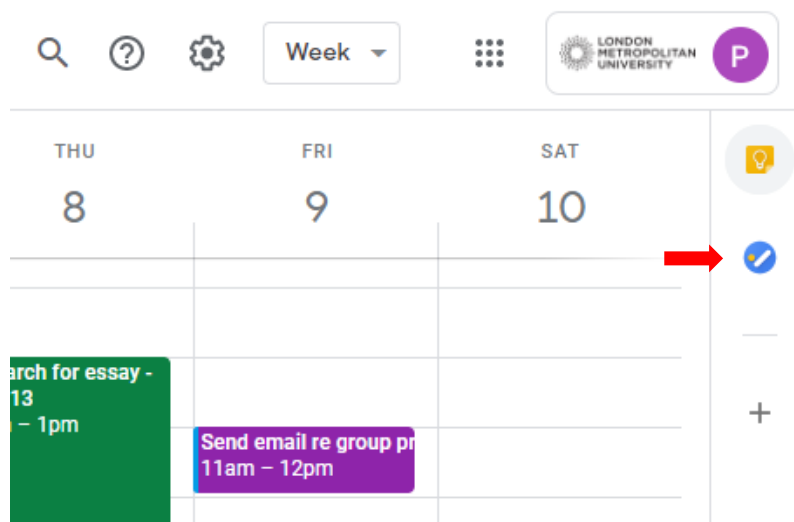


Use (to-do) task lists

There are many 'to-do' task list apps to choose from to work with your computer, tablet device or smartphone. Search the app store for your device and choose the app most appropriate for you, or use the apps built into your device.

Example – Google Task

- Open your Google Calendar
- Select the 'Task' icon on the right-hand side of the page (red arrow).



- Enter your task details.
- Review regularly and mark any tasks that are finished as 'complete'.

