

Task list and calendar scheduling

Start by choosing the type of calendar you will use and where you will make your list of tasks. It is important to select formats that will work for you – ones you will remember to use and that can help you see the bigger picture regarding your schedule and its details.

Benefits to doing this digitally: Digital versions often include features for sending you reminders and they can be integrated with other digital tools. Benefits to doing it by hand: Paper versions are more tangible, and writing by hand can help you remember and visualise the content. Keep in mind that the calendar and task list are meant to be active and flexible, allowing for modifications as needed.

1. Steps to creating a task list: You can use an existing template or create a task list from scratch, use Excel or some other app of your choosing, write in a notebook or write down your tasks in your calendar directly.
 - First, try to think about the overall aims from a broad perspective, then break down the larger goals or projects into smaller tasks.
 - Estimate how much time each task will take to complete.
 - Put each task into a priority level as (1) Important, (2) Somewhat important, or (3) Not so important.
 - Check or assign deadlines for each task.
2. Add the events to your weekly calendar that are not flexible (attending lectures, doing mathematics homework, meeting various assignment deadlines, etc).
3. Mark 1-hour to 2-hour blocks of time in your calendar that you will use for study time.
4. Mark times in the week also for breaks and free time. Remember to keep your calendar flexible to allow time to change between locations or between different tasks.
5. Review your calendar: Does your planned schedule seem realistic? Make changes to it as needed.
6. Start your work by checking your task list. From the entire list, choose just a few tasks to work on at the present time. Make use of your time estimates: Which tasks do you have time enough to do within your planned time slot?