**Time Management with Digital Calendars (1)**

**Michael:** [00:00:04] Hi, it's Michael from D&A here and I'm going to be talking to you today about time management using online calendar system, such as what you can see here, Google calendar, the reason I'm choosing Google, there is not because I'm saying you should go and use Google calendar. It's because I want to demonstrate a strategy for time management that is based around choosing whether you want like a task list to work from, or whether you want to visualize your academic tasks as kind of

blocks of

time in your calendar. You know, you don't have to use Google calendars as I say, but the point is you could go and get a Google account now you may already have one. If you have a Google, a Gmail email account, you already have a Google account. You can go to calendar dot, google.com and access a calendar

that looks very much like. So what I want to draw your attention to is the fact that within Google calendars, at the moment, you have obviously a great big space where you can put your events, places you need to be stuff that you need to do, but you've also got this task list on the right-hand side of the screen.

Now that task list is accessible to you through your Gmail as well. So that's quite handy. You can be typing emails and realize there's something you need to do, drop it into your to-do list and you can also access that within the car.

Again, it's the strategy we're talking about here. Um, so if we have a look at this task list, I can open it up. I can add a task and I'm going to say, I just want to put in an essay deadline and this is the kind of thing that I actually use these for. That's not to say you have to, you know, but if I go and edit this essay deadline, I can give it a date and time to be completed by the 19th.

Um, I can add in sub tasks if I want to do that, I'm not going to do that here. Cause I just want a visual marker in my calendar to say, you've got to get the rest of it done by this particular date. And we can see now that fat has appeared at the top of my calendar. So, you know, you might like that you might find that this works fine for breaking down things you need to do.

I think that's a really good system. You can just go in, you can mark off things as they're done. I actually had an empty sub task there, but you can see, you can have lots of steps that you need to complete in your task and eventually, you know, when you're finished, you can click on that and what will actually happen is a line will go through it will stay in the calendar to show that I've completed it.

Yep. We can see that it's happen now, but, uh, you have the option to remove it completely if you don't want to see that anymore. Now, I think that's really a powerful way of working. What I like to do is combine that with using my calendar to block out blocks of time. So I might say I have a lecture happening here.

and that lecture is going to be three hours long cause I like to get a visual sense of what's happening in my diary. So I know how much free time I've got, because what I want to avoid is getting to the evening, seeing that my calendar is empty, but worrying about whether I've completed all the tasks I need to do.

Okay. So this exercise that I'm demonstrating now, where you might go in and say, right. Okay. Read article, because maybe you know that it's going to take you an hour to work through a particular article or maybe 45 minutes and you're giving yourself an extra 15 minutes and then maybe what you want to do is colour code that to show that it's really important.

Cause I think colour can be very powerful with these kinds of systems. When I'm looking at my calendar, typically there's so much in it that I'm using colour to navigate. And I just use a couple of colours I use does it have to happen today? Or,can I move it to tomorrow? Okay. Can I get away with picking this up and moving it to here?

Probably not because the lecture is at a fixed time, but I might decide that I can get away with moving me reading the article to later on. So you've got that flexibility. And the advantage is that if I go into this article and I go into the description, I can actually create a bullet list of different sub tasks as well

I need to do so I might say load up my, uh, text to speech, and it's good to have a reminder in your calendar to remember, to use that assistive technology.

 You might know that it takes you about an hour to listen back to that article, you know, that might be an accessible way for you to work. So really meaningful bullet points for how to do that. And I might say, make notes and highlight again. I think using colour can be really powerful because you can navigate through a complex article that you've read using the colour codes that you've given different types of information.

It stops it from just being 30 pages of black text on a white background. Here we go. So we've got steps in there, but the value of this is I can just pick that up and move it to a different day and all the work I've done inside that calendar event moves with it. So this is why I like this way of working because we can quickly set up

repeating events, you know, it doesn't take as long as you think I could go in and I could say this lecture happens weekly on a Wednesday. I could save that. Yep. And if we look at the following weeks, we can see that that is repeated going forward. I would just click back on today at the top so I can jump back to today, you know, so it can take less time to put in the places that you need to be that are defined by your timetable, but that means you can fit these other tasks around it and just pick them up and move them around

and you can do that on your phone quite easily. Again, the reason I like to do this is that if your week is full of these blocks, where you've tried to think about the amount of hours you've got the time you have available and also time for self-care stuff like exercise, probably hydrating.

You know, you might want to put that stuff in as well. You might want to try and break the study periods into 45 minutes, make sure that you're taking a break. And actually what I really like about Google calendars now is you can even have tiny little sliver, 15 minute events that you can put in. So I could go in there and I could even say, take a break.

Okay. I appreciate that. The way I manage my calendar might be a little more detailed than some people might like to use. But for me, that works really well where I really organize my time, because if I don't give myself structure, Sometimes just having a completely open diary can be quite stressful. Whereas here you can tabulate all the tasks that you need to do

and you've got real insight into whether you're getting overwhelmed, because if you're trying to move stuff based on your colour codes to see if you can move them to a different day and because I've moved a recurring event, it's asking me, do I just want to do this one or this and all the following ones, I'm just going to move this event to the next day.

Then I can see whether I'm overwhelmed because at a certain point I'm not going to be able to fit new boxes in. Okay. So I think that's the problem, isn't it. When you're thinking about time management, you've got this nebulous sense of, of tasks that you need to do, and sometimes just writing them down and fitting them into a structure is a brilliant thing to do, because even if your plans changed using this kind of tool means that you've got the flexibility to move them around.

And then if you can't fit them into your schedule anymore, You can genuinely say, right? I've tried, I've marked everything out. Things are really difficult. I've got good evidence to myself that I'm a bit overwhelmed at the moment. I need to ask for some support.