

**CURRICULUM RESOURCE**

**Managing Your Time Digitally**

This resource provides instruction on to use a digital calendar to manage time effectively. It helps the learner to make the link between priorities and time management.

**OALCF ALIGNMENT**

Competency	Task Group	Level
Competency B - Communicate Ideas and Information	B3. Complete and create documents	2
Competency C - Understand and Use Numbers	C2. Manage time	2
Competency D - Use Digital Technology	N/A	2
Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.

**Goal Paths (check all that apply)**

- Employment
- Apprenticeship
- Secondary School Credit
- Postsecondary
- Independence

**Embedded Skills for Success (check all that apply)**

- Adaptability
- Collaboration
- Communication
- Creativity and innovation
- Digital
- Numeracy
- Problem Solving
- Reading
- Writing

**NOTES:**

## Acknowledgements




---


This Employment Ontario service is funded in part by the Government of Canada and the Government of Ontario through the Canada-Ontario Job Fund Agreement.



The opinions expressed in this report are the opinions of Community Literacy of Ontario and do not necessarily reflect those of our funders.

 [communityliteracyofontario.ca](http://communityliteracyofontario.ca)

 @CommunityLiteracyOntario

 (705) 733-2312

 @love4literacy

 [info@communityliteracyofontario.ca](mailto:info@communityliteracyofontario.ca)

 @love4literacy

**TABLE OF CONTENTS**

**Practitioner Notes..... 3**

**Managing Your Time Digitally..... 4**

**What is a Priority? ..... 5**

    Activity 1 - What is a Priority? ..... 5

**Managing Your Time ..... 7**

    Activity 2 – Create To-Do Lists ..... 8

    Activity 3 – Amount of Time for Each Task and Event..... 11

**Estimating..... 12**

**Have You Ever Used A Digital Calendar? ..... 13**

**Using The Calendar App..... 16**

**Using the Calendar App on a Computer ..... 19**

    Activity 4 – Reviewing the Different Calendar Views ..... 20

**Calendar View – Month ..... 21**

    Activity 5 – Monthly View Schedule ..... 21

**Calendar Events and Tasks ..... 22**

    Activity 6 - Calendar Events ..... 24

**Calendar Tasks ..... 25**

    Activity 7 - Calendar Tasks ..... 26

    Activity 8 – Entering Events and Tasks in Your Calendar..... 27

**Rescheduling an Event or Task..... 28**

    Activity 9 – Reschedule Events or Tasks ..... 28

**Deleting an Event or Task ..... 30**

    Activity 10 – Deleting Events or Tasks ..... 30

**More Apps on Time Management..... 32**

## Practitioner Notes

This resource is designed to be hands-on with the learner. Learners should have access to digital technology such as phones, tablets, or computers.

The calendar being used for this resource is the Google Calendar. Once the learner has mastered this calendar, transferring that skill to another calendar app will be easier. However, this resource is about understanding time as much as it is about using the calendar.

Before beginning to work through this resource with learners, you will need to ensure that the learners have a Google Account (Gmail). You can find the resource **Introduction to Gmail** in the Digital Resources at <https://www.communityliteracyofontario.ca/skills-for-success/>, should you need to assist the learners in creating a Gmail account.

You may choose to provide the resource to the learner, however, please keep in mind if it is being used digitally, the learner may not be able to complete some of the activities included in this resource. A paper copy of the activities should be given to the learner in that case, or a printed version may be the best option.

Some of the activities in this resource are completed on paper and others on a digital device. In this curriculum resource there are the following activities:

- Activity 1 – What is a Priority?
- Activity 2 – Create To-do Lists
- Activity 3 – Amount of Time for Each Task and Event
- Activity 4 – Reviewing the Different Calendar Views
- Activity 5 – Monthly Schedule View
- Activity 6 – Calendar Events
- Activity 7 – Calendar Tasks
- Activity 8 – Entering Events and Tasks in Your Calendar
- Activity 9 – Reschedule Events or Tasks
- Activity 10 – Deleting Events or Tasks

---

### Source Material used in the development of this material:

Google Calendar Screen Shots

## Managing Your Time Digitally

### What are you doing today?

This is something that we ask ourselves every day, and the best way to answer that question is by referring to our calendars.

### 2023 March



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02
03	04	Notes:				

In this resource, we will learn how to manage our time using our digital calendars. The digital calendar we will be learning about is the Google Calendar.

Remember when there were only paper calendars? Were you able to carry it everywhere with you? Of course not. Now we have the ease of digital calendars.

It can be very overwhelming with so many appointments and commitments. Using a calendar to put a schedule in place will make you more organized. Remember, you're in charge of how you spend your time.

## What is a Priority?

Priorities are things that are considered more important than other things. They are individual choices about activities that you need to complete in order of importance.

Placing importance on each activity or appointment will help you in deciding which appointments come first. Putting them in the calendar and giving them a set amount of time will help you decide.

Priorities may include:

- appointments
- spending time with friends
- grocery shopping
- picking up a child from school

By setting priorities, you understand the activities that you can or cannot do. It's okay to set aside activities with very little importance. They can be completed when you have free time in your calendar.

You decide what a priority is for you!

### Activity 1 - What is a Priority?

Circle or highlight the appointment that is the priority?

- Hairdresser at 2 p.m.
- Doctor at 2:30 p.m.
  
- Pick up children at school
- Tax clinic appointment
  
- Arrive at work on time
- Stop for coffee on the way to work

List three activities that are important to you.

Create a list of three to five priority activities for each day in one week. Think about what is important and what is not. Monday is an example of different priorities.

Monday		Tuesday		Wednesday		Thursday		Friday	
1	<i>Plan dinner for tonight</i>	1		1		1		1	
2	<i>Make an appointment with the doctor</i>	2		2		2		2	
3	<i>Review your resume</i>	3		3		3		3	
4	<i>Talk to your child's teacher</i>	4		4		4		4	
5	<i>Call the drug store to renew a prescription</i>	5		5		5		5	

## Managing Your Time

Every day you need to check your calendar for the tasks or activities that you have scheduled that day. Be aware of what's in your calendar.

Take time to put events or tasks into the calendar as you schedule them. That way you are never surprised.

You don't have to say yes to everything!

Never forget to schedule downtime for yourself! Downtime may be watching a favourite show, reading a book, or going out with friends.

There are several ways to manage your time in the calendar which include the use of:

- tasks and
- events

Let's define tasks as they apply to your calendar.

Tasks – a specific activity that needs to be completed as a larger part of a project or event. Examples include:

- grocery shopping
- pay bills
- attend meetings
- read a chapter for an assignment

Let's define events as they apply to your calendar.

Events – a planned occasion or happening. Examples include:

- doctor's appointment
- meeting with a counsellor
- required attendance at a school function
- birthday party
- conference



## Activity 2 – Create To-Do Lists

Create a to-do list of tasks.

Create a to-do list of events.

Now remove three things from your to-do lists that are not priorities. List those things below.



Now that you have decided on the appointments or activities that are important to you, they each need to be given a set amount of time.

Why is this important?

Time is valuable. Setting a time frame for each activity allows you to be able to understand the demands on your time. Time frames can be any amount of time that you think is necessary for the task. It may take 1 hour, or it may take 3 hours. The picture below illustrates 1 hour of time, from 4 o'clock to 5 o'clock.



Things to consider when setting an amount of time for each activity include:

1. How long will some of the activities that you listed above take to complete?
2. Have you accounted for the amount of time it will take to prepare for your appointment?
3. Have you considered the length of time it will take to travel to your appointment?
4. Is it a good idea to schedule appointments so close together?

Scenario

John has an appointment from 1 p.m. to 2:30 p.m. and another appointment from 2:30 p.m. to 3:30 p.m.

What is the problem with John's appointments?

### Activity 3 – Amount of Time for Each Task and Event

Using the lists you created in the last activity, write down the length of time each activity will take to complete.

Tasks	Preparation Time	Travel Time	Total Time

Events	Preparation Time	Travel Time	Total Time

## Estimating

Estimating is finding a number that is close enough to the exact number. It's not about having the exact answer. Not all things in math need to be exact. We use estimation all the time without thinking about it.

Below are a few examples.

Think about a time when you were at the grocery store and spent \$85. The next time you go to the grocery store, you buy the same items and expect to spend about \$85. This is an estimation of money. Was the grocery bill the same amount? If not, what changed?

You tell our friends you will be at their house at 4 p.m. You decide to leave your house at 3:40 p.m. It usually takes 10 minutes, so you should arrive at 3:50 p.m. You arrive at 4 p.m. Your arrival time changed because of unexpected delays. There are number of reasons why the time may vary. This is an estimation of time.



A giraffe is normally between 14 and 18 feet tall. This is an estimate because we don't know the exact height of each giraffe. This is an estimation of length.



## Have You Ever Used A Digital Calendar?

The phone that you're using has a calendar that comes with it. Or you may want a different calendar. There are many choices available through the Apple Store (iPhone) <https://www.apple.com/ca/app-store/> and the Play Store (Android) <https://play.google.com/store/apps/?pli=1> depending on the type of phone you have.

We are going to talk about using the Google Calendar since it can be used on both types of devices.

Let's make sure that Google Calendar is installed on your device. If not, you will have to install it from the store on your device. It's a free app.

Go to the app store and search for Google Calendar.

Tap on Install.

Tap on Open once it is installed.

The window that opens should look similar to the icon below. It represents the Google Calendar.



Digital calendars on tablets, iPads, and computers look similar to what is on a phone.

Once you have installed the Google Calendar, it will automatically be associated with your Gmail account on the phone or tablet.

Let's take a look.

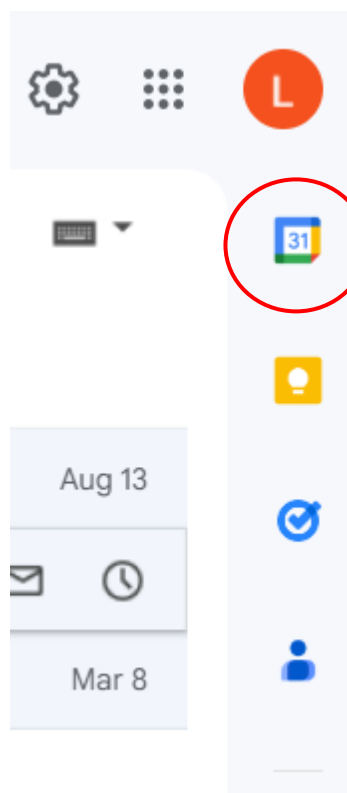
Sign into your Gmail account on the computer.

Click on the nine dots in the top right-hand corner, these are the Google apps.

Click on the apps to locate and open the Calendar app.

The icon for Google Calendar is the same as on the phone.

Here is a sample of a Gmail account open on a computer where the calendar is included.



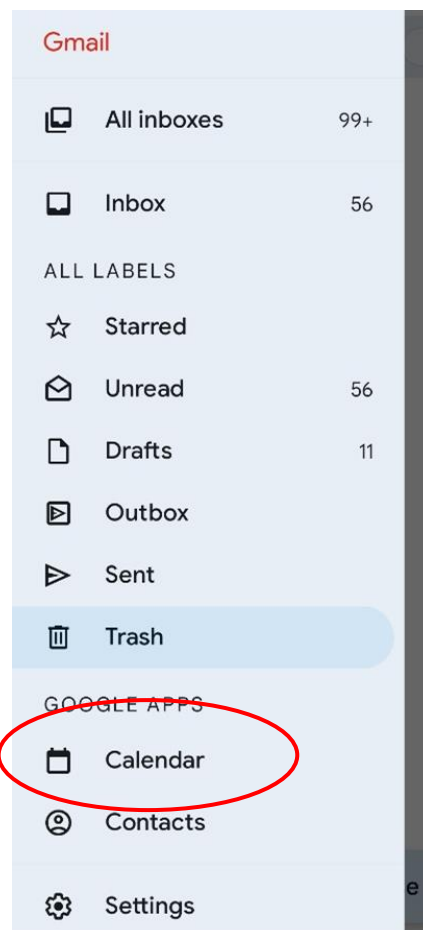
Once the calendar is installed, you can open Gmail and click on the calendar, and it will open the Calendar app.

Let's try it on your phone!

Open Gmail on the phone or tablet or sign into Gmail on the computer.

Using a Phone or Tablet

Tap on the three lines in the top left corner, and there is a menu to choose from. Locate the Calendar menu item, and tap on it to open the calendar.



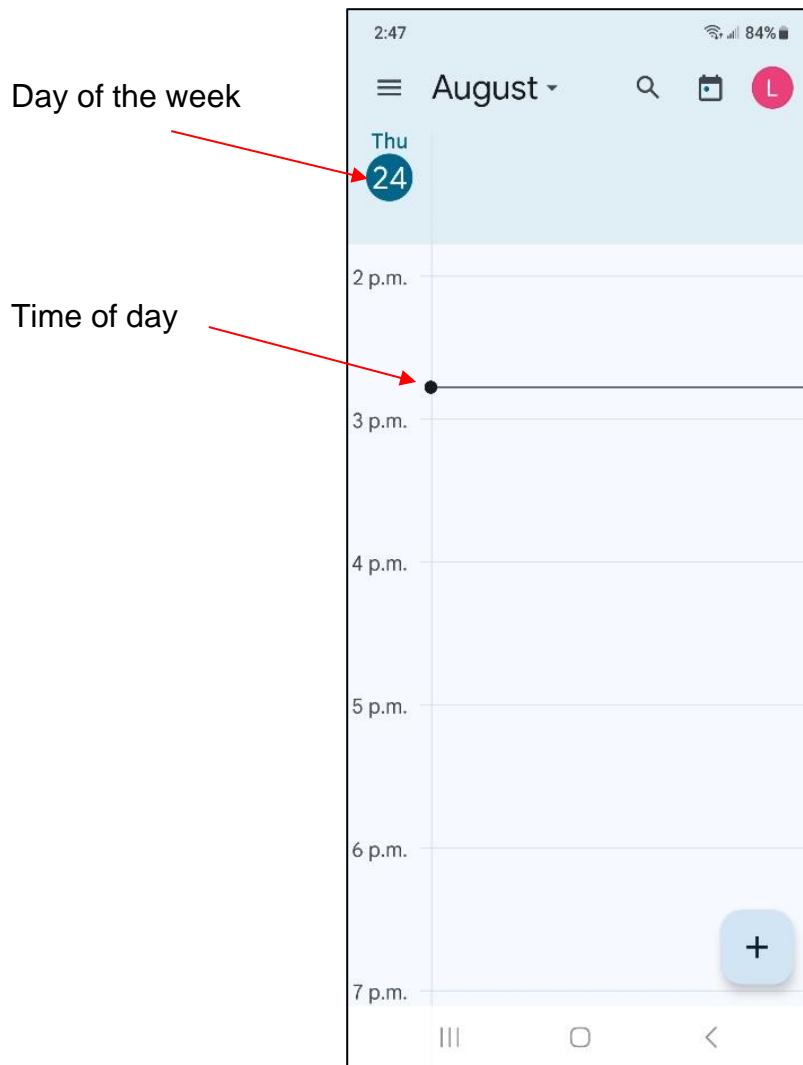


## Using The Calendar App

Open the Calendar app by tapping on it.

The first thing you will see is the day of the week. This will be the current day of the week and it will also have a black line at the current time of day.

Since the size of a phone can only show so much information, you won't be able to see all of the times of the day. You can swipe up or down to see different times. It is important to swipe up and down since there may be appointments that aren't visible in the times that you can see.



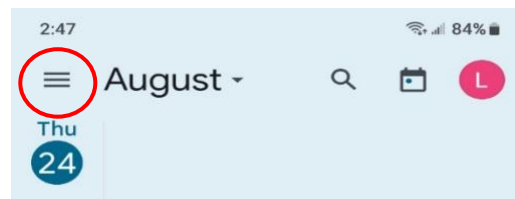
If you want to see other days that may have appointments, you will have to change the calendar view.

There are many ways to look at the calendar.

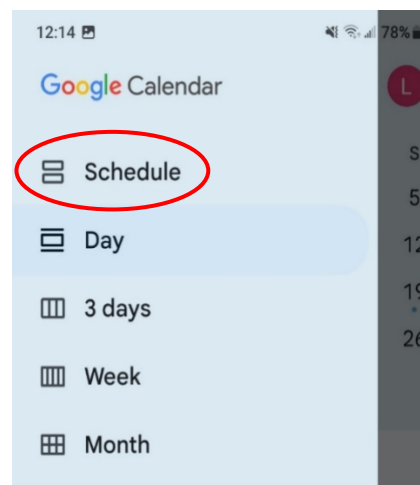
- Schedule
- Day
- 3 days
- Week
- Month

Let's start with Schedule

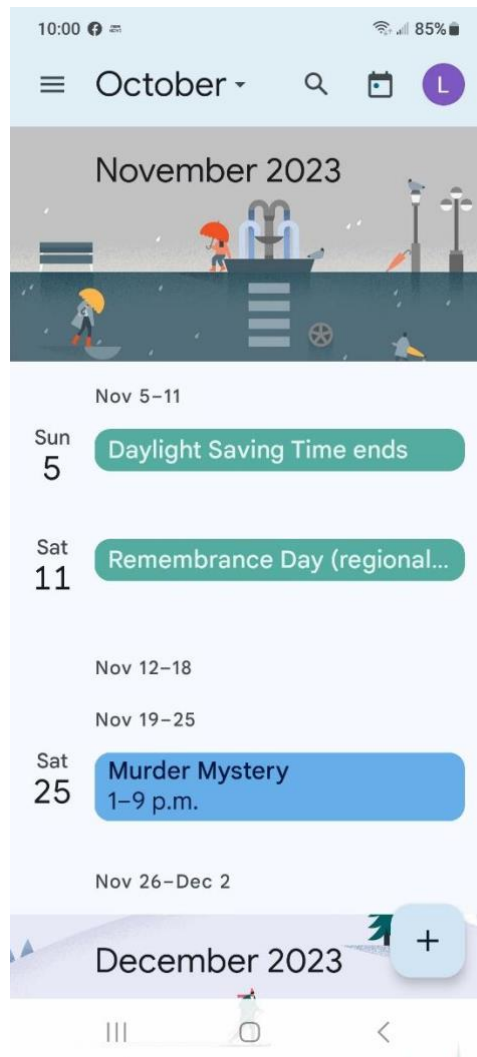
Tap on the three lines in the top left corner of the calendar. There is a red circle around the lines in the picture below.



The next screen you will see is the menu. There is a red outline around Schedule. Tap on Schedule, and the calendar will change to that screen.

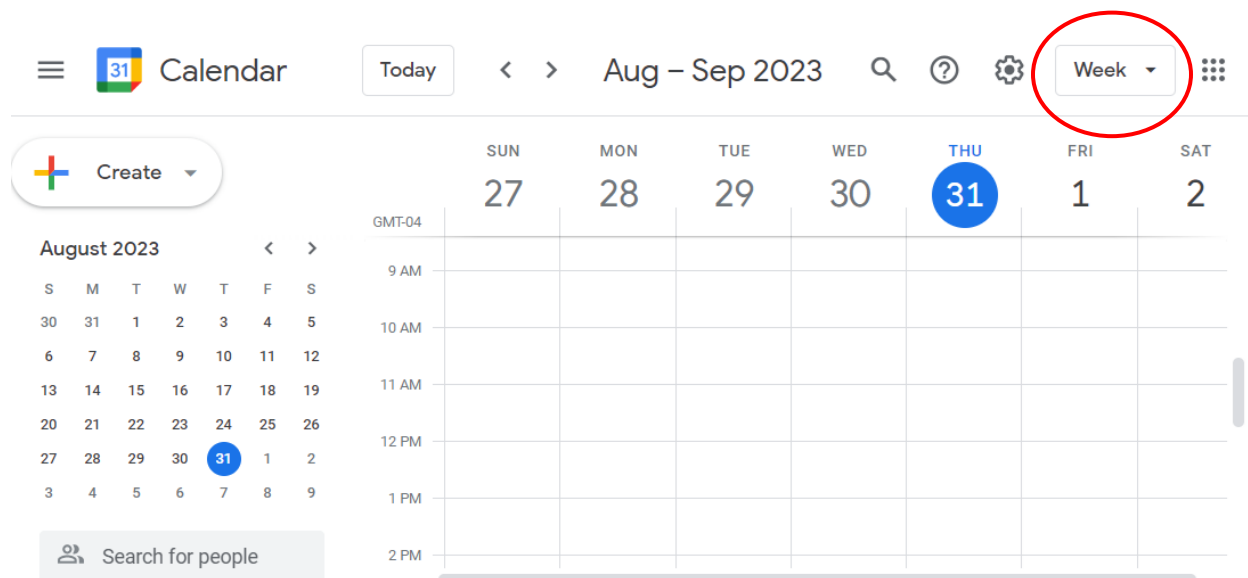


The Schedule screen will look similar to the one below. Notice the items listed in the schedule. The schedule shows upcoming appointments, holidays, and dates where there is nothing planned. You can swipe up to see future dates or down to see past appointments.



## Using the Calendar App on a Computer

As with most digital technology, computer screens and phone screens look different and may have different features. The menus may not match exactly and may not be in the same place as on a phone. Below is an example of the calendar on a computer screen. It shows more information than a phone does.



You can see that although the three lines are in the top left corner, they are not for the calendar view. To change the calendar view, you need to click on the arrow beside the word **Week**. It is circled in red in the picture above.

This is a list of the additional options in Google Calendar on the computer.

- Year
- 4 days rather than 3 days
- Show weekends
- Show declined events
- Show completed tasks

## Activity 4 – Reviewing the Different Calendar Views

Take some time to go through each of the calendar views on the phone, tablet, or computer.

Remember, tap on the three lines on the top left corner of the screen to select a view or use the menu on the computer in the top right corner.

### Group Discussion

Which view do you prefer? Why?

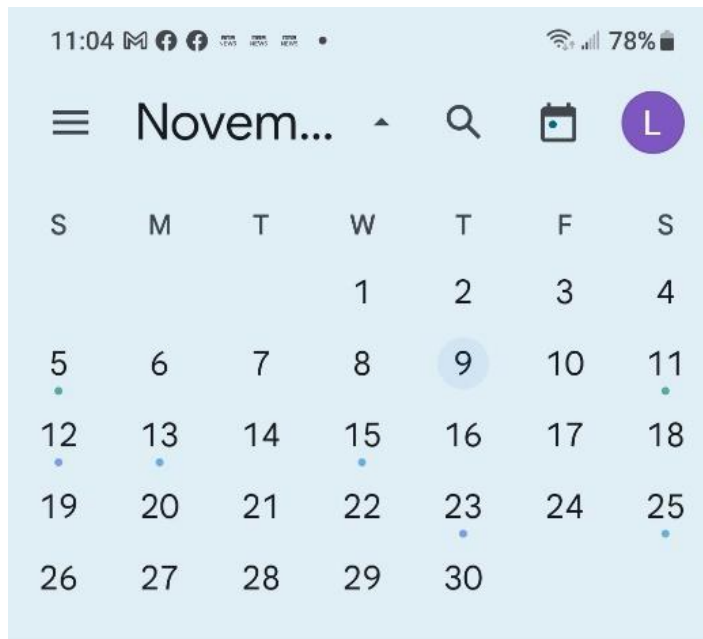
## Calendar View – Month

Why is it important to look at the month in the calendar? Think about the priorities in your life and how that impacts the scheduling of events or tasks. By looking at this view, you are able to see what is scheduled in advance. It serves as a reminder that there are events to attend or tasks that need to be completed. It helps when looking for a date to schedule something which will prevent you from double booking a date or time. It's all about managing your time effectively and what works best for you.

Here is an example of a monthly view of the calendar. Notice that there are dots under some dates and not others. This means that the dates with dots have something scheduled. You can tap on the date to see what is scheduled.

### Activity 5 – Monthly View Schedule

Which dates have something scheduled?



## Calendar Events and Tasks

### Calendar Event

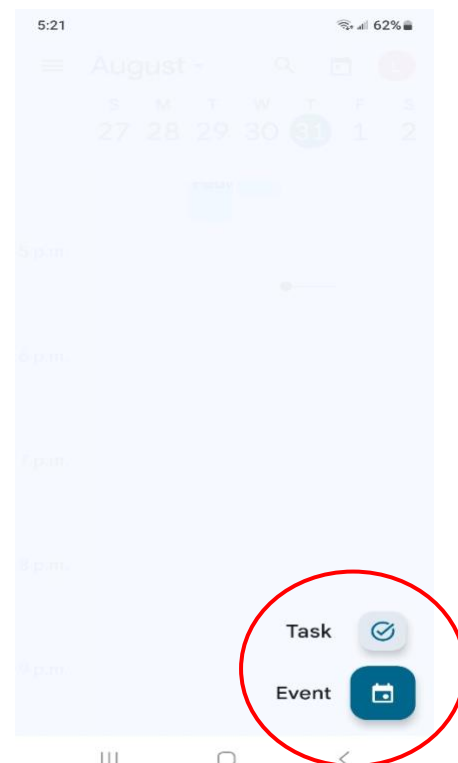
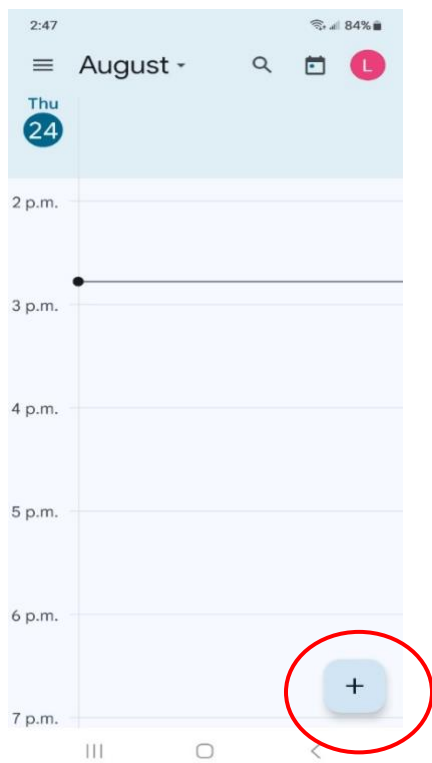
What is an event? An event is something that you may be attending. Some events may include an appointment, a social occasion, or a workshop. Using the Event feature in the calendar will help you remember to attend these appointments.

When using the Event or Task in the calendar, you can set a notification ahead of time to help you remember you have an appointment coming up. You need to set a start time and a finish time for each event you put in the calendar.

Another great feature is the colour-coding. Colour-coding helps put your events in a category. A category can be doctor appts, grocery shopping, or work events. You decide which colour you use for each category.

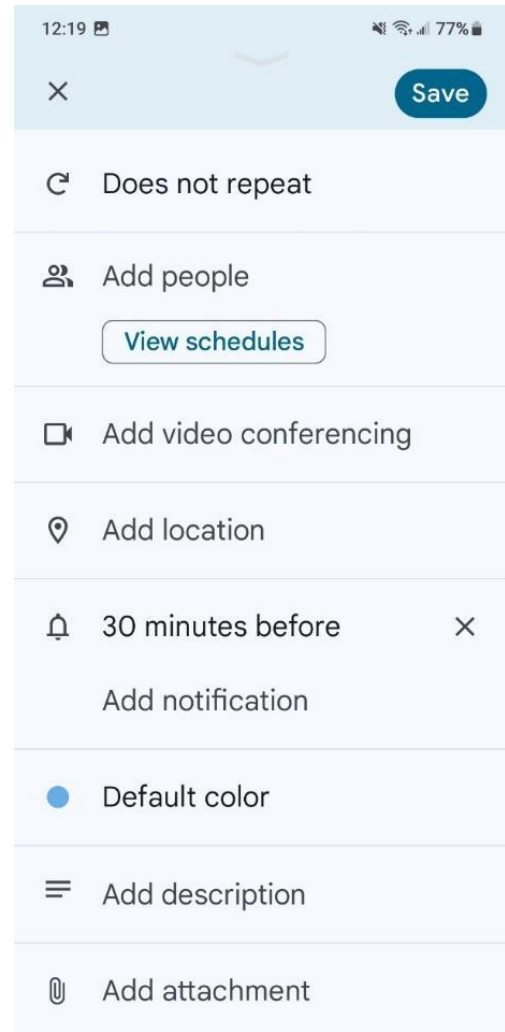
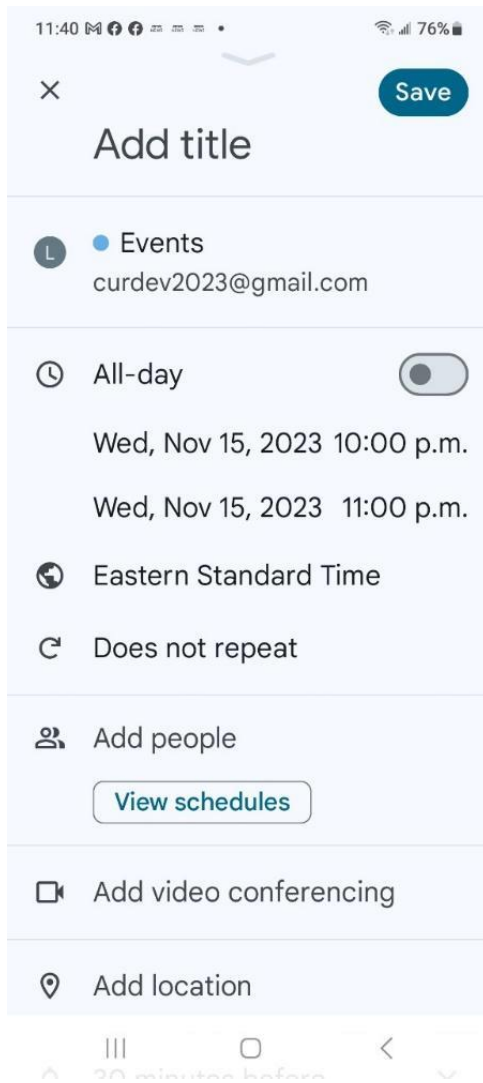
To set the event you would like to attend, open the calendar and locate the plus (+) symbol.

Tap on the plus (+) symbol and the Task and Event icons will appear.



When adding events or tasks to the calendar, it is important to understand the information that you put in.

Here is a sample of the information that you may fill in for an event. Since not everything is visible on a phone screen, there are two pictures below.



**Calendar Tip:**

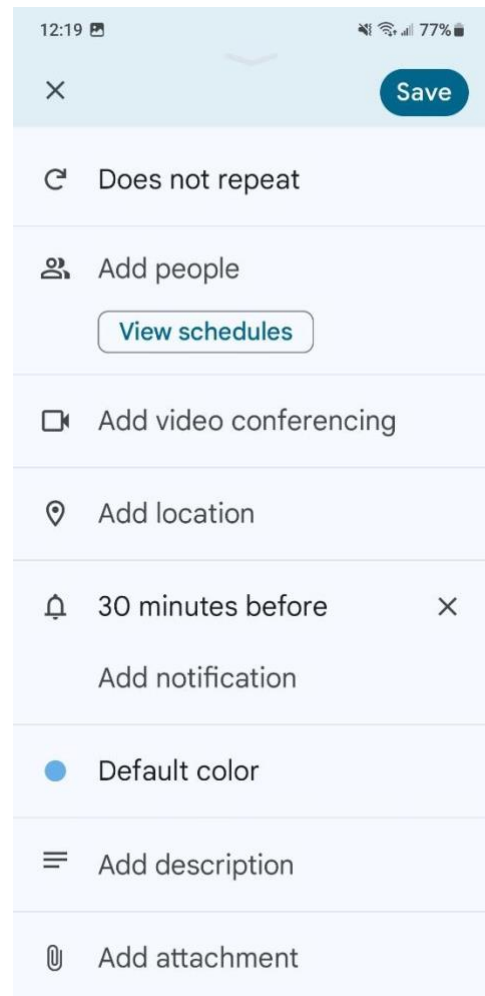
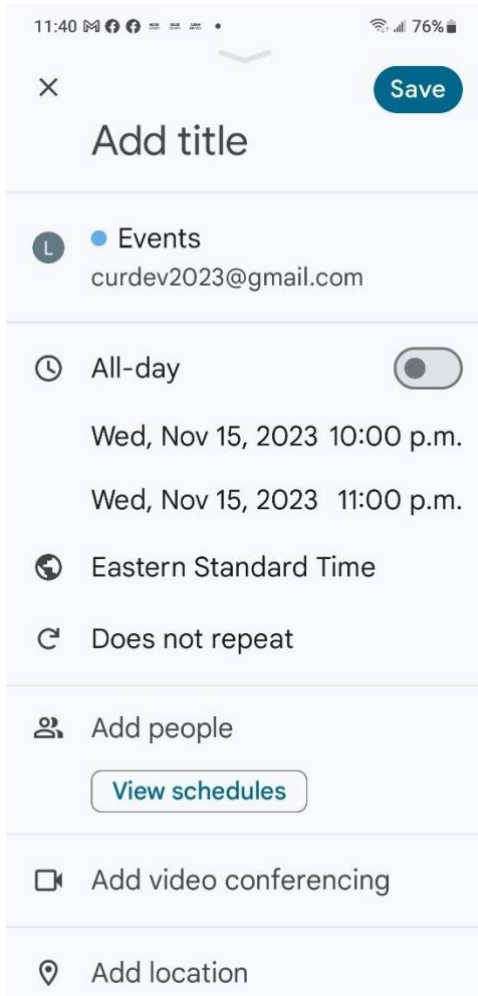
You can use Default colour for colour-coding categories such as work tasks, school tasks, or personal tasks!



## Activity 6 - Calendar Events

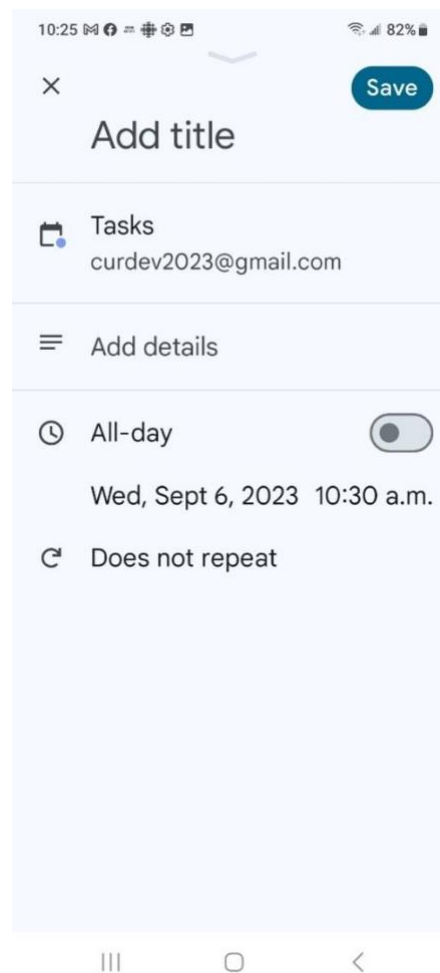
Using the calendar screen below, place the number beside the location on the screen where you would put the following information to create the event.

1. Communication assignment due
2. The assignment is due on November 15<sup>th</sup>
3. 10 a.m.
4. Communication assignment about dealing with customers
5. 1 day notification reminder



## Calendar Tasks

What is a task? A task is something that you need to do. Some tasks may include taking medication, completing an assignment for a training course, or picking up children from school. Using the Task feature in the calendar will help you remember to do these things. Setting a reminder is a great way to always remember that a task needs to be completed. This means you will get a reminder on the phone at the time you set. You can set tasks to be recurring with reminders. The tasks can be every day, once a week, or once a month.



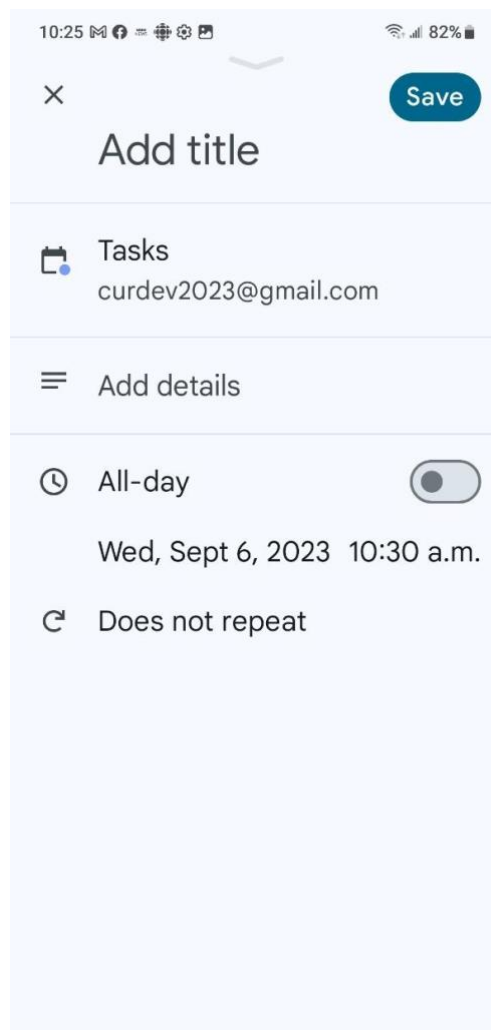
### Time Management Tip:

When you start on a task be sure to complete it before moving on to something else!

**Activity 7 - Calendar Tasks**

Using the calendar screen below, place the number beside the location on the screen where you would put the following information to create the task.

1. Vet appointment
2. October 31<sup>st</sup>
3. 2:45 p.m.
4. Annual vaccination
5. 1 day notification reminder



## Activity 8 – Entering Events and Tasks in Your Calendar

Use the priorities from **Activity #1** to create **Events** on your Google Calendar.

Include in your **events**:

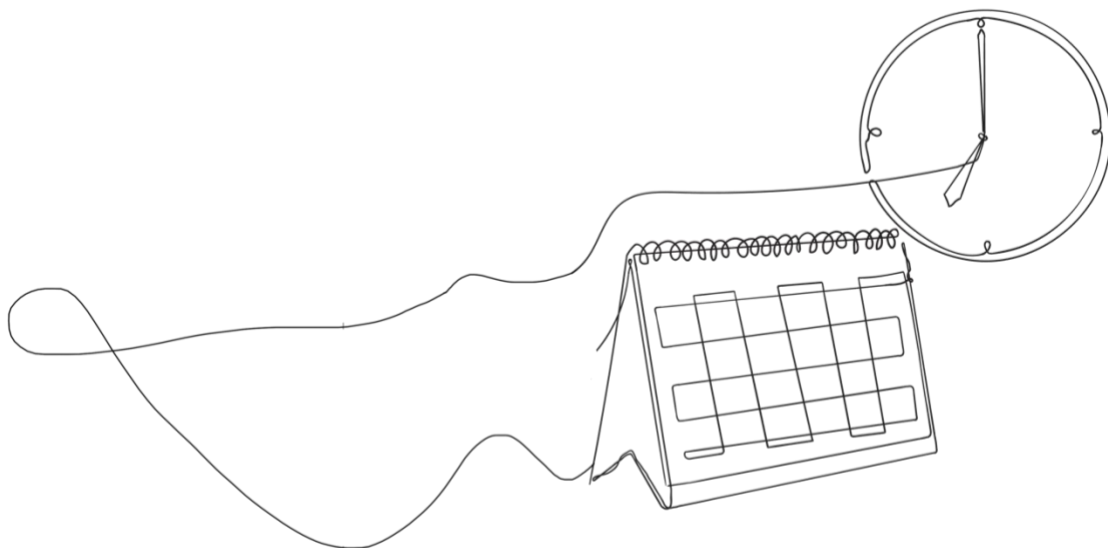
- Title
- Date and Time (start and finish)
- Notification of 1 hour
- A description of the event

Create three **Tasks** on your calendar

Include in your **tasks**:

- Title
- Details
- Date and Time
- Make the tasks recurring weekly

Once you complete this activity, show it to your instructor.



## Rescheduling an Event or Task

Sometimes you may need to change the date or time of an event or task. It might be an appointment with the doctor that needed to be rescheduled or a hair appointment that is canceled.

When you need to do this rescheduling, you only have to open the scheduled appointment and change the date and/or time. There is no need to add in another appointment. As soon as you make the change in the existing appointment, it will automatically update the information. That may mean it moved to a different day and time.

Let's try it!

### Activity 9 – Reschedule Events or Tasks

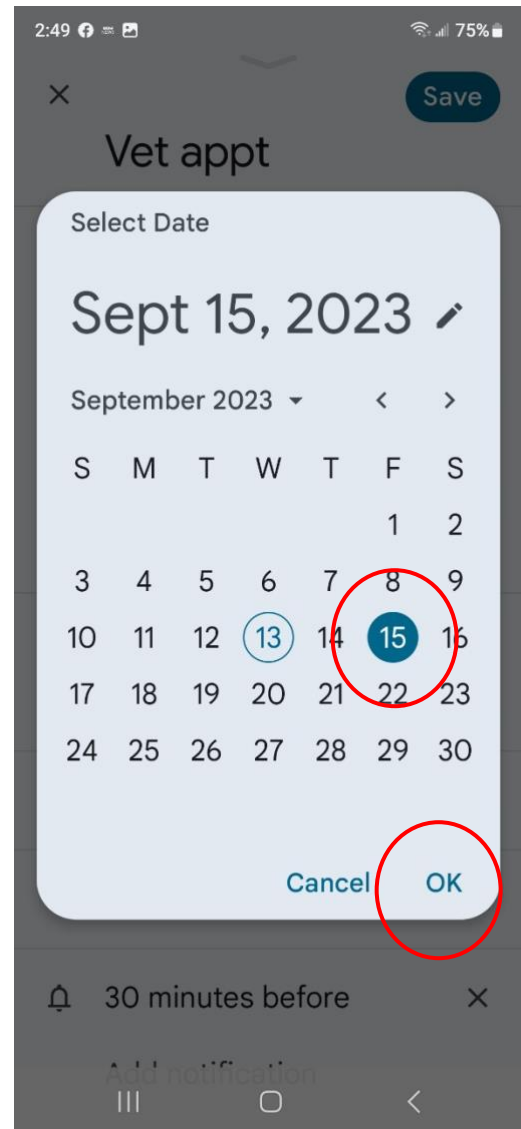
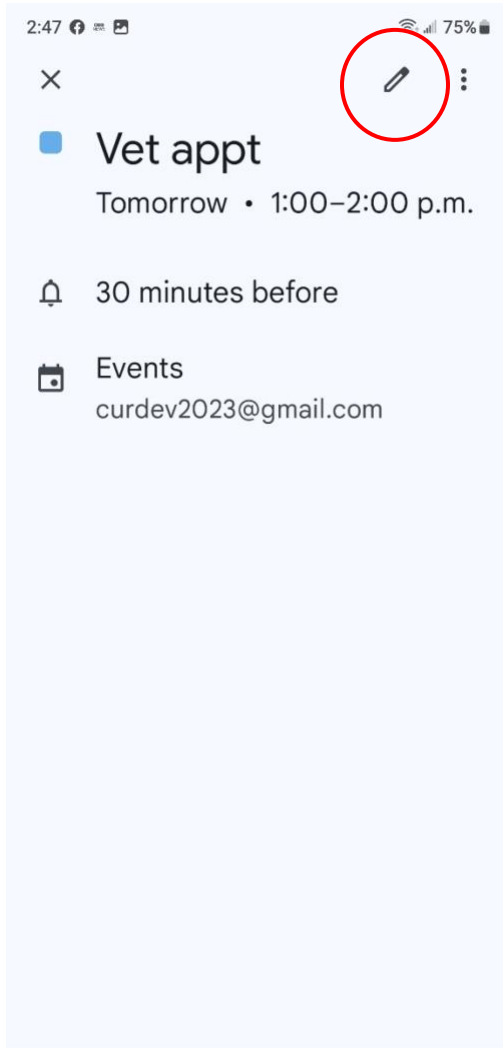
Create the following event for tomorrow.

- Title – Vet appointment
- Date – tomorrow's date
- Start Time – 1 pm
- Finish Time – 2 pm
- Details – Dog has smelly ears
- Save the Event

Change the **Event** from tomorrow's date to one day later.

- Open the **Event**
- Tap on the pencil to open the edit menu
- Tap on the date
- Tap on the day after
- Tap on **OK**

Save



Look at tomorrow's date on the calendar. Is the appointment still there?

## Deleting an Event or Task

Sometimes it's necessary to take something out of the calendar. There may have been an event that was cancelled or a task that no longer needs to be completed.

If you don't remove the cancelled event, it may cause you to do something unnecessarily or arrive somewhere where you're not expected. This would be a huge waste of your time. Remember that your time is important!

Let's try it!

### Activity 10 – Deleting Events or Tasks

Create the following task.

- Title – Give meds to cat
- Start Date – tomorrow's date
- Time – 3:30 pm
- Repeats daily
- Details – For 14 days
- Save the Task

Delete the Task.

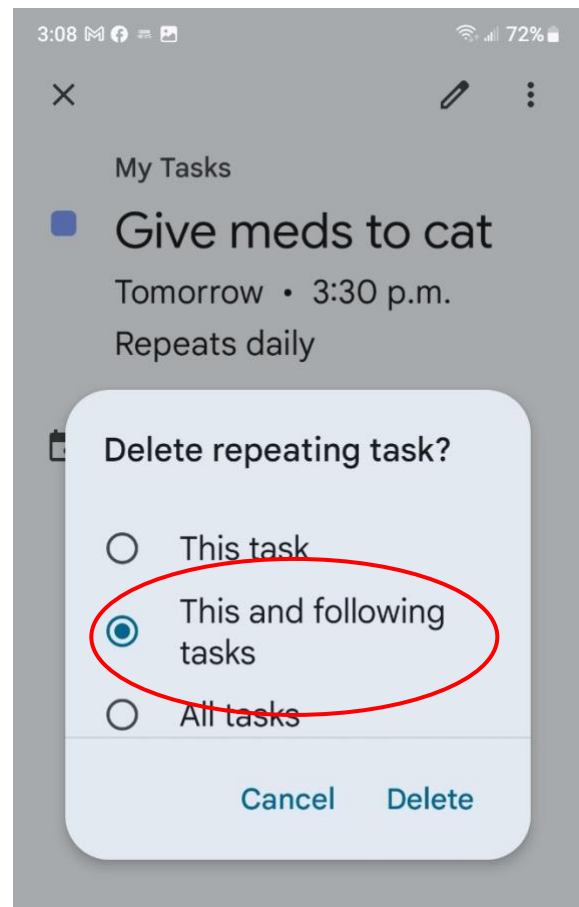
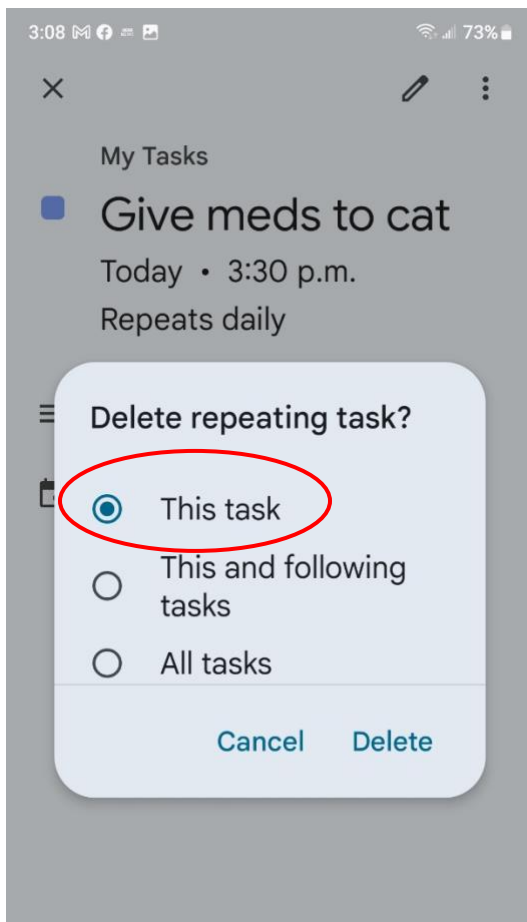
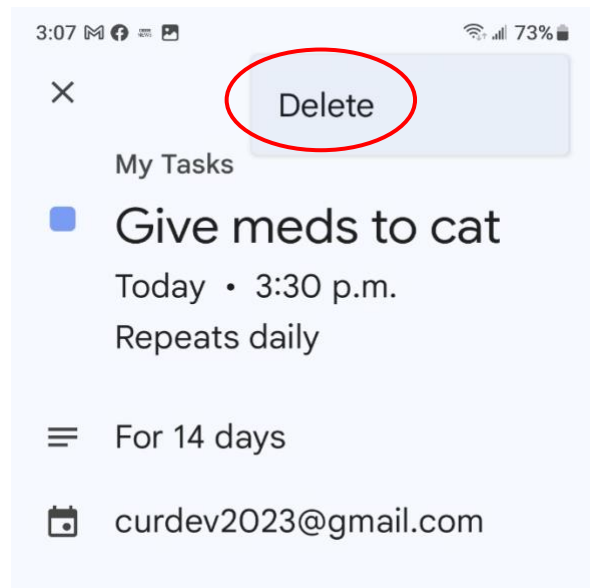
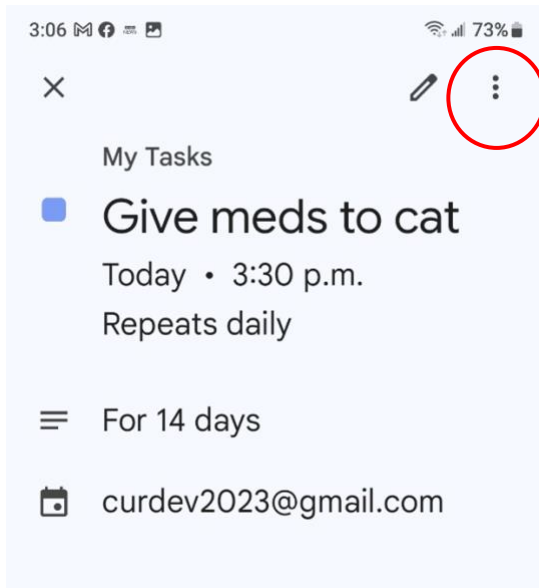
- Open the Task
- Tap on the three dots in the top right corner
- Tap on **Delete**
- Tap on **This task**

By tapping on **This task**, it will only remove the task for today not the following days.  
Or

- Tap on **This and following tasks**
- Tap on OK

By tapping on **This and following tasks** it will remove the task completely from the calendar.

The task is now gone from the calendar.





## More Apps on Time Management

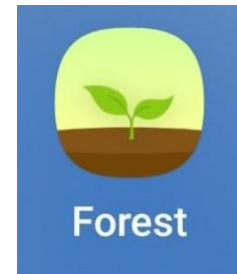
There are many apps available to help you with your time. Some of those apps can help you stay focussed on certain tasks.

### Forest: Stay Focussed App

This app helps you stay focussed on a task by planting a tree. You can set the timer while you study or work, and the tree will grow until you finish. If you stop working or studying before the amount of time you set, the tree will die.

<https://play.google.com/store/apps/details?id=cc.forestapp&hl=en&gl=US>

<https://apps.apple.com/us/app/forest-focus-for-productivity/id866450515>



You can try **Tide – Sleep & Meditation**, **Calm – Sleep, Meditate, Relax** or any other app of your choice.

Time management can also be about focussing on something other than work. For instance, you may want to relax for 20 minutes between tasks. These apps have calming effects. If you are feeling overwhelmed, it may be worth trying them out.

[https://play.google.com/store/apps/details?id=io.moreless.tide&hl=en\\_CA&gl=US](https://play.google.com/store/apps/details?id=io.moreless.tide&hl=en_CA&gl=US)

<https://apps.apple.com/us/app/tide-meditation-sleep-rest/id1077776989>



There are apps that workplaces use for payroll and time management. A company may have you use their software for tracking your time on the job. You can also track your hours with apps for your phone.



There are lots of apps available for you to use and many of them are free. If you don't like one, try another.

You have successfully completed Managing Your Time Digitally!