Planning and Organization with Studyo

Module 2A — Daily Management

Studyo is much more than a regular agenda! It contains several functions that allow you to become more organized and to better manage your school life. By following these modules, you will discover the many functions that can be found in Studyo and their potential towards your academic success.

In this module, you will learn how to create different tasks, use the different views (day, week and task) and mark a task as complete.

Creating a task

As with a paper agenda, you must enter your school tasks into Studyo. You can even add any extra-curricular tasks that you may have going on in your personal life (we will revisit this in a future module.) Creating a task in Studyo is quite simple. Regardless, we have a few tips and tricks that will help you optimize your experience and make your planner more efficient.

It will be of central importance to enter all of your tasks (lectures, homework, studying, projects, exams, etc.) that your teachers give you into Studyo. Teachers can also share tasks to your Studyo account. These icons will show up with a small blue ring around them. By using Studyo wisely, you'll quickly discover that it is essential to strong organization.

The tasks in this task are fictional, meaning that you will be able to delete them once your teacher gives you permission. Now, follow the next steps very carefully!

Task #1- Get a book from the library

You must go get a book at the library after school for your English class. You should choose an adventure book that has an approximate 200-page count. Write it down in your Studyo planner so that you don't forget.

1. Open your Studyo account and select the **Day View** (1st to your left)
2. Find the **period** that corresponds to the end of the day (after your final period of the day)
3. **Enter a task** → select the gray « + » in this period.

   A window titled « New Task » will appear. This is where you will be able to enter all of the details of your task.
4. Indicate the « **type** » of task you are entering → select the following icon (insert image) in the top right-hand corner and choose the corresponding icon from the drop-down menu.
5. Choose a **significant title** for this task → select the area that is marked as "Personal" and choose a title for your task.

   A significant title allows you to quickly and efficiently see what you have to do. The title "Library" can correspond to several things: Return a book? Do some research? Look for a book? You're always better off specifying what your task is in the title so that you can easily find and understand it. Your title must be short and precise.
6. Enter a **description** if needed →select the white space below the title of the task and enter a description.

   Since the title of the task can't contain all of the information, it is sometimes useful to enter it in the description. For this task, you could write that your book needs to be an adventure of about 200 pages.
7. Ask yourself whether this is an **evaluated task**. →if it is an evaluated task, you could select the "important" function. In this case, this is not an evaluated task.
8. Select the **course** that corresponds to this task. → choose your English class.
9. Indicate the **due date** → as this task is due for today, it is not necessary to modify the due date which is already marked for today.
10. Take a **screenshot** of your task **before** you save it → simultaneously press the home and on/off button.
11. **Save** the task → select « Save » in the top right-hand corner.

Task #2- Read the 1st chapter of your adventure novel

You must now read the first chapter of your adventure before next week. Enter it into your Studyo planner.

1. Open your Studyo planner and select the **week view**.
2. Find your **next English** period.
   a. *Which colour is your English class?*   _____
3. **Enter a task** → select the white space next to your English period.
4. Indicate which « **type** » corresponds best to your task.
5. Enter a **significant title** for this task.
6. Enter a **description** if necessary.

Reflection

Which colour is the task view window?   _____

Do you need to select a class for this task?   _____

Why is it that a class was already associated to this task?

_____

_____

7. Indicate the **due date** → you must have accomplished this task for your first English class <u>next week</u>. Select the icon that corresponds to the due date and find the first English class that you have scheduled for next week.
   A. Do you notice the gray dots on different dates? These dots correspond to the days when you have an English class. You can easily find the date that you are looking for on this little calendar.
8. Take a **screenshot** of the task **before** pressing save.
9. **Save** the task

Task View

You have now entered two tasks into Studyo. You can see these tasks and add new ones by going into day, week or month view. There is also the **task view** which allows you to see any and all upcoming tasks linearly.

Open the task view (2nd from the right) and look for the two tasks that you created? What differences do you notice between the two tasks?

_____

_____

_____

_____

Task #3- Bring your book home for the weekend

Since you will have some reading to do over the weekend, you need to remember to bring your book home for the weekend. Enter it in your Studyo planner.

1. Open your Studyo planner and select the **task view.**
2. **Enter a task** → select the « + » in blue at the top of the list.
3. Indicate which « **type** » corresponds best to your task.
4. Enter a **significant title** for this task.
5. Enter a **description** if necessary.
6. Enter the due date → you must bring your book home for the weekend
7. Enter the **announcement date**
   A. Since it is not necessary to have a timeline for this task, modify the announcement date so that it is the same as the due date.
8. Take a **screenshot** of the task **before** you save it
9. **Save** the task without associating a class or period to it.

By default, when you create a task in the task view, this task is not associated to any period of any class. Creating a task in this view can be interesting if you want to enter a reminder or a personal task. However, if you want to enter a task that is specific to a class, it is not the most practical view. In this case, it is better to create a task through day or week view.

Reflection

Open the day view to where you created your last task (#3). Does this task appear in one of your periods of the day? _____

Find where you can see the current task (#3) in the day view.

_____

As you can see, when a task is not associated to a specific period, it ends up in this area. This means that it's not as easy to find! Now that you know, be sure to create class-specific tasks so that they appear in the right periods.

Accomplishing a task

Is there a better feeling than completing a task and being able to clear off your « to-do list »? On top of giving us the satisfaction of getting our work done, developing this habit allows us to keep track of what we've done.

Homework, projects and studying can pile up really quickly with all of the classes in your schedule. You constantly have to juggle different due dates and sometimes it becomes really difficult to keep track.

This is why it is important to keep track of your tasks and to mark them as "complete" the same way that you would if you had a "to-do list". This will allow you to easily keep track of what is left to do and what you have already completed.

Accomplish a task in Studyo

You can accomplish a task in all views in your Studyo planner. For the purpose of this exercise, we will do it in the <u>task view</u>. There are two ways to indicate that a task is complete in Studyo:

1. By **double-tapping** the icon
2. By selecting the icon once (this will open up a new window about the task) and selecting the **circle** in the bottom right-hand corner.

Reflection

1. **Accomplish task** #1 (get a book) from the **task view**.

What do you notice…

● About the icon ?
   _____

● About the list on the right ?
   _____

It's a great habit to follow-up on your tasks every day and to mark them as complete when you have done them. This way, you are able to follow the progression of your tasks and to avoid missing any important deadlines.

If you pass a due date without marking your task as done, it will become red and a number will appear in the task view.

Challenge: Remember to use meaningful titles for all of your tasks.