

Google Tasks Setup Checklist

Access Google Tasks

Open Gmail or Google Calendar, then find the Tasks panel on the right.

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On mobile, download Google Tasks from the App Store or Google Play.

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Create Task Lists for Organization

Work Projects

☐

Personal Tasks

☐

Ongoing Goals

☐

Custom Lists for Specific Needs

☐

Add and Organize Tasks

Click 'Add a Task' and enter a clear title.

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Use the edit function to add due dates, details, and priority markers.

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Drag and drop tasks to rearrange them by importance.

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Break Large Tasks into Steps

Instead of 'Launch Website', break it into:

- Choose a domain

☐

- Set up hosting

☐

- Create homepage content

☐

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Sync Tasks with Google Calendar

- Add due dates to tasks. ☐
- Open Google Calendar and enable the Tasks view. ☐
- Drag and adjust tasks in the calendar to plan your day. ☐

Create Task Lists for Organization

- Work Projects ☐
- Personal Tasks ☐
- Ongoing Goals ☐
- Custom Lists for Specific Needs ☐

Set Up a Daily Task Routine

- Each morning: Review tasks, adjust priorities, and check off completed items. ☐
- Each evening: Add any new tasks for the next day. ☐

Stay Consistent

- Keep lists organized and manageable. ☐
- Adjust and review tasks weekly to stay on track. ☐
- Use Google Tasks as part of your workflow, not just a one-time fix. ☐

Ready to take control of your daily tasks?
Contact AssistingETC today and simplify your workflow!

www.AssistingETC.com

