

Google Tasks Setup Checklist

Access Google Tasks

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

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

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.

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

Drag and drop tasks to rearrange them by importance.

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.



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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!

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