Classroom Activity: Using Online Scheduling Tools to Organize Weekly Tasks and Appointments

Introduction (5 minutes)

Read the introduction and answer the following questions:

1. What is the primary purpose of using online scheduling tools?

2. What are some benefits of using online scheduling tools?

3. What are some popular online scheduling tools used in the workplace?

Section 1: Understanding Online Scheduling Tools (15 minutes)

Read Section 1 and answer the following questions:

1. What is the primary purpose of using online scheduling tools?

2. What are some benefits of using online scheduling tools?

3. What are some popular online scheduling tools used in the workplace?

Section 2: Creating and Managing Digital Calendars (20 minutes)

Read Section 2 and answer the following questions:

1. How do you create a new event in Google Calendar?

2. How do you set a reminder in Microsoft Outlook?

3. How do you share a calendar with others in Trello?

Section 3: Using Task Management Applications (20 minutes)

Read Section 3 and answer the following questions:

1. What is the difference between a task and a project in Trello?

2. How do you prioritize tasks in Asana?

3. How do you assign tasks to team members in Basecamp?

Section 4: Integrating Online Scheduling Tools with Other Digital Tools (20 minutes)

Read Section 4 and answer the following questions:

1. How do you integrate Google Calendar with Gmail?

2. How do you connect Trello with Slack?

3. How do you use Zapier to automate tasks between different online scheduling tools?

Section 5: Case Study (20 minutes)

Read the case study and answer the following questions:

1. How can Emily share her Google Calendar with her friends and family?

2. What are some benefits of sharing her calendar with others?

3. How can Emily use Google Calendar to set reminders and notifications?

Section 6: Reflection and Evaluation (15 minutes)

Answer the following questions:

1. What did you learn about using online scheduling tools in this worksheet?

2. How do you think you can apply what you learned to your daily life?

3. What are some challenges you faced while using online scheduling tools, and how did you overcome them?

Conclusion (5 minutes)

Read the conclusion and reflect on what you have learned.

Additional Resources (5 minutes)

Explore the following resources:

- Google Calendar: www.google.com/calendar
- Trello: www.trello.com
- Asana: www.asana.com
- Basecamp: www.basecamp.com
- Zapier: www.zapier.com

Additional Resources (5 minutes)

Explore the following resources: