Technology Applications

Lesson: 4/6/20

Learning Target:

Students will be able to use google calendars to organize their workload and life events

Let's Get Started:

Watch Video: Getting Started With Google Calendar

Practice:

Use the video as a guide to insert your birthday on the calendar.

Make sure that it repeats every year

× My Birthday

	May 6, 2020	0 to May 6, 2020
	🖌 All day	Does not repeat
		Daily
	Event Detai	Weekly on Wednesday
0	Add locatio	Monthly on the first Wednesday
	Add confer	Annually on May 6
		Every weekday (Monday to Friday)
Û	Add notific	Custom

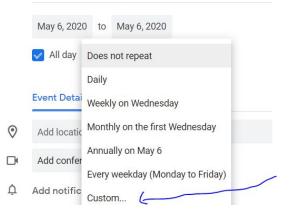
Practice:

Come up with a schedule to help you to complete work daily.

It could be set up to complete all work during a certain time or times for individual assignments.

Use custom repetition to help put in working times

× My Birthday



Additional Practice

Put family birthdays in the calendar.

Ask your parent/guardians when your next dentist appointment is and put it on the calendar.

Add any additional information in the calendar that you can come up with.

Self Assessment

How do you think your calendar can help you stay organized?

Have someone in your household look at your calendar and ask them what they think? You can teach them how to do this as well!