1. **Open Task Scheduler**: Press Win + R, type taskschd.msc, and hit Enter.
2. **Create Basic Task**: Select “Create Basic Task” from the Actions pane, name and describe your task, then click Next.
3. **Set Trigger**: Choose “Weekly” and set Friday as the day of the week, then click Next.(can select as per requirement)
4. **Start a Program**: Select “Start a program” and click Next.
5. **Specify Program and Script**: Navigate to your Python executable (e.g., C:\Python39\python.exe) and enter the path to your Python script (e.g., C:\path\to\your\script.py) in the “Add arguments” field.
6. **Finalize**: Review your settings and click “Finish” to complete the setup.