

Jessica's To Do Tutorial

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Time required: 60 minutes

Scenario

You are an IT consultant brought in to help Jessica, CEO of the We Code for Food company. She wants you to help her organize her work and life schedule. She has sticky notes all over her office, paper all over the floor, thinks she can remember everything in her head, is never where she needs to, can't keep track of which groceries to buy and frequently misses lunch dates with her friends.

She is known to be stubborn and thinks she has all the answers. Credence Clearwater Revival is her favorite group and she wants to keep track of her record collection. Suzie Q is her favorite song.

Your job is to introduce her to the Microsoft To Do program to see if this is something that might help her organize her life.

Good luck! May the odds be ever in your favor!

Project Management

Everything in IT is a project. Project Management in its simplest form is a To Do list.

Lab Description

This lab shows how to combine **Microsoft To Do** (for planning) with the **Windows 11 Clock App** (for execution/focus).

NOTE: If you have this assignment in more than one class: You only have to do it once, you can submit it multiple times.

Part 1: The Planning Phase (Microsoft To Do)

Let's get your assignments out of your head and into a list.

Step 1: Launch Microsoft To Do

1. Press the **Windows Key** on your keyboard.
2. Type "**To Do**" and hit Enter.

Note: You may need to sign in with your Microsoft account. You can use your personal email or your student email (if your college uses Office 365).

Step 2: Create a "School" List

Don't mix your grocery list with your Chemistry homework. Let's make a dedicated space.

1. On the left sidebar, click **+ New List**.
2. Name it **School** (or the specific name of your semester, e.g., "Fall 2025").

Optional: Right-click the list name to change the icon or theme color to something that helps you focus.

Step 3: Add Your Assignments

1. Click inside the bar that says **+ Add a task**.
2. Type the assignment name (e.g., "Write English 101 Essay").
3. **Crucial Step:** Before you hit Enter, look at the small icons below the text box:
4. **Calendar Icon:** Click this to set the **Due Date**.
5. **Bell Icon:** Click this to set a **Reminder** (e.g., 2 days before it's due).
6. Press **Enter** to save.

Pro Tip: If a task is huge (like a research paper), click on the task you just made to open the sidebar. Select **+ Add step** to break it down into smaller pieces (e.g., "Find sources," "Write outline," "Draft intro").

Step 4: Plan "My Day"

This is the best feature for preventing overwhelm.

1. Click the **My Day** tab (Sun icon) at the very top left.
2. Click the **Lightbulb icon** (Suggestions) on the right side.
3. **To Do** will show you tasks from your "School" list.
4. Click the + button next to the 2 or 3 things you actually want to finish today.

Assignment Submission

1. Paste a screenshot of your School To Do list into a blank Word Document.

Part 2: The Action Phase (Focus Sessions)

Now that you have a plan, we will use the Windows Clock to help you focus. Windows 11 integrates your To Do list directly into a Pomodoro-style timer.

Step 1: Open Focus Sessions

1. Press the **Windows** Key.
2. Type "**Clock**" and hit Enter.
3. On the left menu, ensure you are on the Focus Sessions tab (the top icon).

Step 2: Link Your To Do List

1. Look for the box on the screen labeled **Tasks**.
2. If it says "Sign in to view your tasks," click **Sign in** and use the *exact same account* you used for the To Do app in Part 1.
3. Once signed in, you will see your "School" tasks appear right inside the Clock app!

Step 3: Start a Study Session

1. **Select a Task:** Click on the specific assignment in the Tasks box you want to work on (e.g., "Write English 101 Essay").
2. **Set the Time:** Look at the timer dial. Use the up/down arrows to decide how long you have to study.
 - a. **Recommendation:** Set it to **45 or 60 minutes**. The app will automatically calculate breaks for you (e.g., 45 minutes of work + 5 minute break).
3. **Hit Start:** Click the **Start focus session** button.

Step 4: The Zone

1. The timer will count down.
2. Your specific task will be highlighted on the screen.
3. When the break time comes, the computer will chime to tell you to stretch.

Spotify Integration: If you like lo-fi beats, you can link your Spotify account in the box labeled "Spotify" to play focus music automatically when the timer starts.

Assignment Submission

1. Paste a screenshot of your School Timer list into a blank Word Document.

Summary: Your New Daily Workflow

To make this a habit, try this simple 3-step loop:

Routine	Action
1. Morning Coffee	Open To Do . Check your "School" list and move 3 items to "My Day."
2. Study Time	Open Clock . Select one task from the list. Set the timer for 45 mins. Press Start.
3. Victory	When the task is done, check the box in the Clock app. It automatically updates the To Do app.

Here is the guide on how to take your tasks mobile. This is crucial for checking due dates while you are walking between classes or grabbing lunch.

Part 3: Syncing to Your Smartphone

The "magic" of Microsoft To Do is that it lives in the cloud. You don't need to manually transfer anything; you just need the app logged into the same account.

Step 1: Download the App

- **For iPhone:** Go to the **App Store** and search for "**Microsoft To Do**".
- **For Android:** Go to the **Google Play Store** and search for "**Microsoft To Do**".
- *Note:* The icon looks like a white checkmark on a blue background.

Step 2: The Critical Login Step

1. Open the app on your phone.
2. Sign in with the EXACT same email address you used on your Windows 11 PC.

1. **Common Mistake:** If you used your personal email on the PC but your .edu student email on the phone, your lists will **not** sync. They must match.
3. Once logged in, your "School" list and "My Day" will appear instantly.

Step 3: Enable "Smart" Notifications

Don't let the app buzz you for every little thing. Set it up to only remind you of what matters.

1. Tap your **Profile Picture** or initials (usually in the top corner).
2. Tap **Settings**.
3. Scroll to **Notifications**.
4. Ensure **Due Dates** and **Reminders** are toggled **ON**.

Optional: Toggle "Plan my Day" to **ON** if you want a notification at 8:00 AM asking what you want to achieve that day.

Part 4: The "Secret Weapon" (Home Screen Widgets)

The best way to stay on track is to see your homework without even opening the app. We can put your assignment list right on your phone's wallpaper.

For iPhone (iOS)

1. Long-press (tap and hold) on any empty space on your Home Screen until the apps jiggle.
2. Tap the **+** button in the top left corner.
3. Search for **"To Do"**.
4. Swipe to choose the size (the medium rectangular bar is usually best).
5. Tap **Add Widget**.
6. **Crucial:** Tap the widget while it is jiggling to edit it. Change the "List" from *Tasks* to **School**. Now your homework is always visible.

For Android

1. Long-press on an empty space on your Home Screen.
2. Select **Widgets**.
3. Scroll down to find **To Do**.
4. Drag the **To Do List** widget onto your screen.
5. It will ask you which list to display—select **School**.

6. Resize the box so you can see multiple assignments at a glance.

Assignment Submission

1. Paste a screenshot of your To Do list on your smartphone into a blank Word Document.

Final Assignment Submission

Attach the Word Document with your screenshots to the assignment.