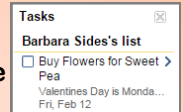
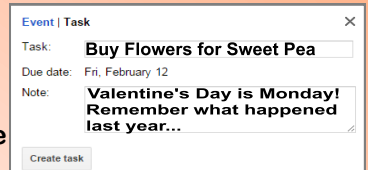


# Tip Tuesday

## Stay Organized: Use Calendar to Make Lists!

*Easily create checklists right in your Google Calendar*

1. Open Google Calendar 31  
(Check the upper-right corner to be sure you're logged in)
2. Click on the date where you'd like to create the task.
3. At the top of the box that pops up, click **Task**.
4. Fill in the information with the task you'd like to create.
5. Click **Create task**.
6. The task now appears on the date you chose with a check box next to it.
7. Tapping "Tasks" on the left (under "My Calendars") will make the tasks appear/disappear on the calendar and on a list on the right side of the calendar. (Click the box to mark off the task when it's finished!)



*The Task List is also available in the mobile version of Google Calendar making it even more convenient to stay on top of things.*