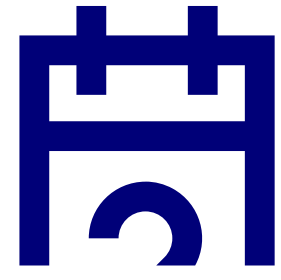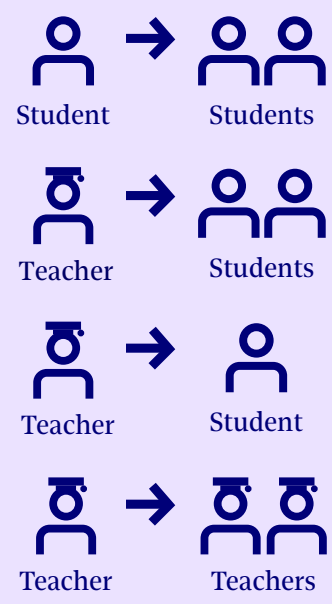# 5

Time planning and management

This consists of creating and using calendars in an integrated manner with the Calendar application and has the purpose of organizing work, planning productivity and managing personal and group time. It enables different calendars to be created and integrated with multiple purposes, which can be shared among several users and viewed simultaneously. Using Calendar, it is possible to convene work meetings, use the milestones as online meeting rooms with direct access to conversations via the Hangouts Meet application, plan tasks and activities within a project, or share events with a community by publishing a calendar with a URL. It also enables you to create and manage task lists and add annotations with the Tasks and Keep applications.

Time planning and management are indispensable for the effective functioning of collaborative work groups. From the individual viewpoint, this fosters student autonomy by improving productivity and personal management in general.

It can entail use of the following tools:

Calendar   Keep   Tasks

Who do we use it with?

Student → Students

Teacher → Students

Teacher → Student

Teacher → Teachers

How do we do it?

Creator
shared use

1. Defines or decides the purpose (teaching use).
2. Creates the calendar.
3. Assigns viewing and access permits.
4. Selects users with whom the calendar will be shared and assigns permits to them.
5. Publishes milestones in accordance with the calendar's purpose.
6. Consults availability of the users that he or she wants to invite to milestones or meetings.
7. Calls other users to a milestone or meeting.

Guests
shared use

1. Add the calendar to *My calendars*.
2. Enable and disable simultaneous display with other calendars.
3. Publish new milestones in accordance with their roles, permits and the calendar's purpose.
4. Accept or reject milestones or meetings created by other users.

Users
individual use

1. Create the calendar.
2. Publish milestones.
3. Manage simultaneous display with other calendars.
4. Publish and manages pending task lists.
5. Publish and manage annotations.

Things that we can do

> **Management and planning of individual work.**
Personal use consisting of both students and teachers use calendars to plan their tasks and manage their time in an integrated manner. This helps them organize their work and combine different fields of activity.

> **Management and planning of group work between students.**
Creation of a shared calendar for planning tasks, entering deadlines or calling online follow-up meetings (Hangouts Meet) for projects and collaborative activities related with methodologies such as PBL (project-based learning), case studies, group assignments, etc.

> **Planning and monitoring of tutored projects (Final Bachelor's Degree Project and Final Master's Degree Project) thesis and practicum.**
Shared use of a calendar between a student and his or her centre tutor or thesis or project supervisor with the purpose of planning monitoring sessions, entering deadlines, etc.

> **Managing and planning of collaborative work by teaching staff.**
Creation and shared use of calendars by teaching staff who work together with different purposes. For example, team of teachers to create new courses, research professors who generate a paper within a research group, deans and UOC faculty who work together in designing programmes, etc.

Remember that...

> Ultimately, time management is a personal activity. Each person is responsible for organizing his or her time depending on the commitments with other people and personal availability.

> Time management is a complex activity, as it involves the coexistence of multiple calendars that may refer to different areas (personal, academic, professional, social, etc) and which, in some cases, may overlap.

> With good time planning and management, it is easier to combine activities, which in turn helps improve the balance between personal, academic and professional life.

> Calendars are not only used to publish milestones and specific events. They are very useful for organizing personal work by blocking off time slots that we want to devote to productive activities (continuous assessment activities, correcting activities, preparing documents, etc).

> We should avoid sharing our personal calendars with groups and people from the academic and professional sphere, as this is part of our right to confidentiality.

> We should respect other users' decision to turn down a call to a meeting, as personal autonomy in time management must be preserved.

Other uses it can be combined with

Videoconferencing

More information

Google Suite. *A best practices website on the use of Google apps created for the affiliated teaching staff.*

Product-driven learning. *Advice, guides and other resources for using G Suite in the work place.*