












Nexus365 To-Do

SKILLS Toolkit

Use *To-Do* for planning and managing the tasks you need to do.

To-Do will help you set out your individual list of tasks needed, with details and dates, and organise your priorities. Each day it reminds you of what is proposed.

In this task you will create a set of tasks, with dates and details, and organise them. You will review what has been proposed for today, and use that in planning your priorities for the day.

- ✎ Start *Nexus365* in a web browser, and sign in using your Oxford single sign-on (or using an account provided by your teacher)
- ✎ On the *Nexus365* homepage, start *To-Do* 
- ✎ Suppose you are organising a summer school starting next July 10th: set up tasks for some of the steps that need to be taken
 - For example, you will need to organise publicity, find a venue, schedule sessions, book refreshments
 - Use  **Add a task** and type each task as a separate item
- ✎ Add some detail to the tasks
 - Click on a task and give a little detail and set a date, using the panel that appears on the right – then give detail to several other tasks
 - Click  beside a few tasks, to mark them as important
- ✎ Sub-divide a task into steps
 - Select Book refreshments
 - In the panel on the right, click  **Add step**
 - Add 2 or 3 steps such as Decide timings of breaks, Compare caterers, Book dates & menus
- ✎ Suppose we have already found a venue, so that task has been completed
 - Either click the circle to put a tick beside that task  **Find a venue**
 - Or right-click the task and delete it
- ✎ Suppose today is the day when we should have invited the main speakers and the keynote speaker – add those tasks with today's date
- ✎ Identify the tasks you should do today
 - Click a task in  **Tasks**, and in the detail panel click  **Add to My Day** - add a few tasks
 - In the left panel, click  **My Day**
 - Here you can see those tasks that you know you need to do today
 - Drag tasks up and down so they appear in your priority order
- ✎ Get some suggestions for tasks to start today
 - Even if very few tasks are set to be done today, click  **Suggestions** at the top right of  **My Day**, to see some tasks that will be due soon
- ✎ Look at what is planned for your next few days
 - In the left panel, click  **Planned**
 - This gives you an overview of tasks that you have set to be done in the next few days
- ✎ You can use *To-Do* along with your *Tasks* in *Outlook* (various versions) – these apps can sync your tasks

