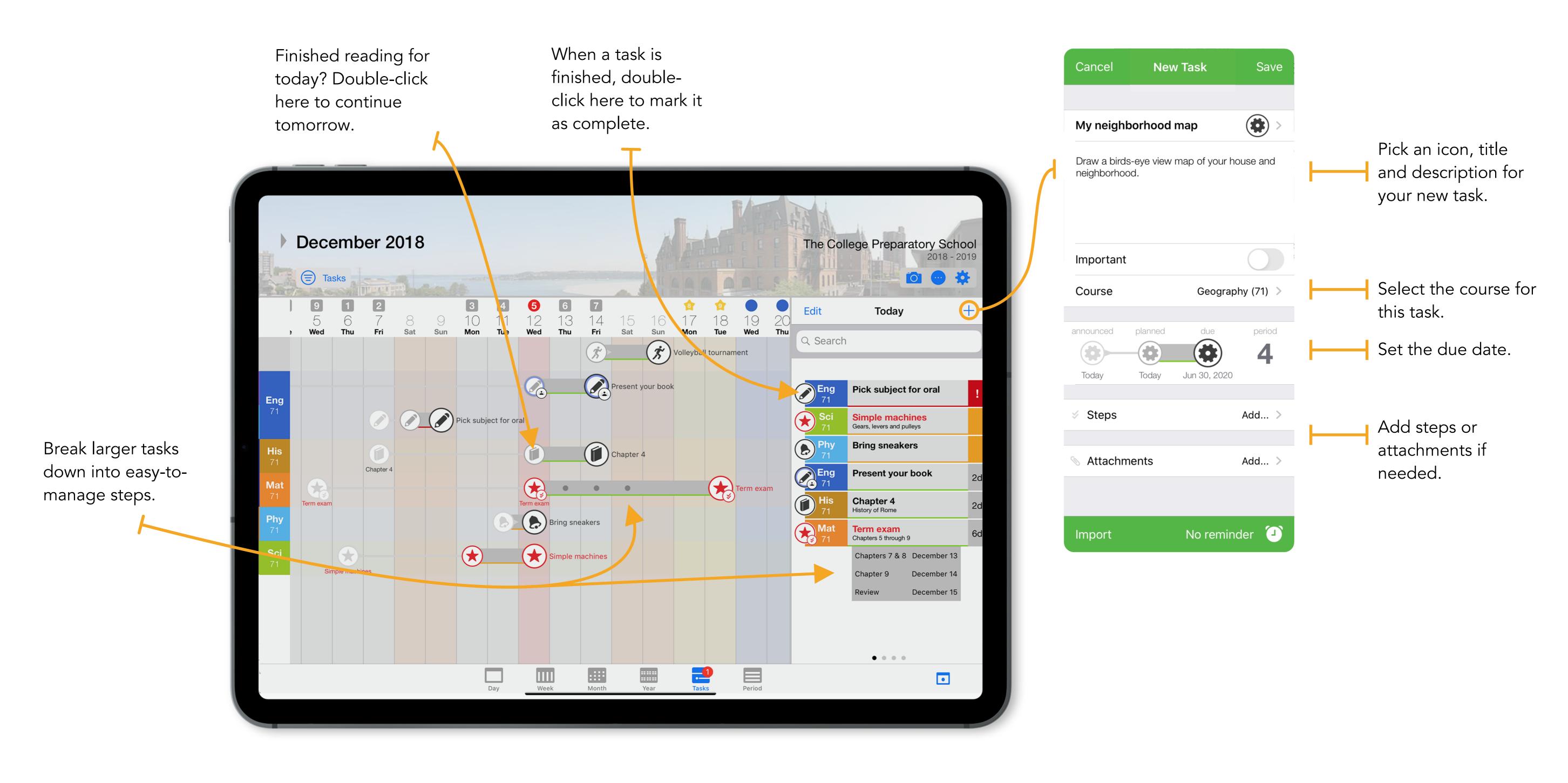
Studyo Quick Guide



Planning Tasks

When

Set the planning date to the date when you wish to start:

Edit the task and click on "planned" to adjust the date.

*The planned date that you select is when your task will next appear in the "Today" list.

How

Break difficult tasks down into smaller steps to help you manage your time:

Edit the task and scroll to the steps section.

Add dates to help you complete your task with confidence.

Where

If you need to meet group members for a project or if you have to join a video-conference call to get your work done, it is a good idea to add it into the links or notes section of your task.

What

Be sure to include any necessary materials that you may need to get your task done. By adding them as notes in your task, you will avoid forgetting some of your materials at school.