



Smart Tools – Better Results

Time Management – Google Tasks

Google Tasks is a simple and straightforward tool for managing personal, professional, and academic tasks without distractions for all users including university students. It allows its users to create tasks and subtasks, helping break down large assignments or projects into smaller and manageable steps. Fully integrated with Gmail and Google Calendar, Google Tasks enables planning tasks alongside emails and events, ensuring that they align with their schedules and deadlines.

Quick Video Tutorials

Watch a [quick video tutorial](#) by *Damson Cloud* to learn the basics of Google Tasks. Additionally, watch another [quick video tutorial](#) by *Simpletivity* to learn how to stay focused on your most important tasks.

Help Page

[The Official Google Tasks Help](#) page provides detailed guidance on using Google Keep features. It also offers practical tips and troubleshooting advice to help you manage the Google Tasks effectively as well as how to integrate Google Tasks with Google Calendar and Gmail.

Download Google Tasks

Google Tasks is available on a variety of devices and platforms:

Smartphones and Tablets:

- Android devices (Samsung, Google, OnePlus, Xiaomi, Oppo, Motorola, Sony, Asus, Nokia, Honour, Huawei): Available for download from the [Google Play Store](#).



- iOS devices (iPhone, iPad): Available for download from the [Apple App Store](#).



Web Browsers: Accessible on desktop and mobile web browsers, including Chrome, Edge, Safari, and Firefox. It is already integrated into the [Google Calendar](#).

Note: While Google Keep and Google Tasks complement each other well for organising various aspects of their users' lives, they serve different purposes. Google Keep excels in creativity and idea organisation, while Tasks is better suited for straightforward task management and deadline tracking.

External Resources

Below are the links referenced in this guide.

<https://play.google.com/store/apps/details?id=com.google.android.apps.tasks&hl=en>

<https://apps.apple.com/us/app/google-tasks-get-things-done/id1353634006>

<https://support.google.com/tasks/answer/7675772?hl=en>

<https://calendar.google.com/calendar/u/0/r/tasks>

<https://www.youtube.com/watch?v=nAU0U9YETU4>

<https://www.youtube.com/watch?v=E-JJH-QSiLo>