

# Project Planning in your Calendar

Planning process

## 1. Set Up Your Calendar

Use a digital calendar that you're already familiar with. Set up one calendar per project and share each calendar with the corresponding team members



## 2. Schedule tasks

After you create your milestone + task list, open your calendar and schedule each task's deadline and starting date. Remember to set reminders as well.



## 3. Optimize task titles

Number your tasks to show dependencies and use symbols:

- ▲ Tasks that depend on other tasks
- Tasks that can start anytime in the project timeline
- Major milestones



You can use different symbols

## 4. Add task details

Create a description template that can be applicable to any task or milestones added to your calendar. Here's a recommended template:



**Estimated Duration:** [X hours/ X days]

**Objective:** Briefly describe the primary goal or purpose of this task.

**Dependencies:** List any tasks or events this task is dependent on.

**Resources Needed:**

- [Tool/Software/Equipment 1]
- [Document/Information 2]
- [Other Resource 3]

**Description:** Provide a detailed description of the task, including what needs to be accomplished, how it contributes to the overall project, and any specific instructions or steps to be followed.

**Deliverables:** Clearly state what outputs are expected upon task completion.

**Notes/Comments:** Include any other relevant information, feedback from previous meetings, or points of concern related to the task.

**Links/References:** Attach any links to documents

Pro-tip: Add links to Notion pages here

## 5. Assign support tasks

Manually create buffers between tasks or at the end of your project. Do not pack tasks back-to-back. Keep some buffer time for unforeseen delays or issues. Mark these buffers with this symbol "◆"



Set weekly or monthly reviews to go through your project, evaluate completed tasks, move unfinished tasks and monitor project progress. Whether this is weekly or monthly, depends on the complexity of your project and the amount of moving parts you're handling. The more complex a project is, the more it will need to be reviewed.

Mark these reviews with a "◆"

congrats, you're done!