Solution

# Using Smart Schedule

**Solution: Scheduling Todoist Tasks**

The goal of this worksheet is to help you to use the magic of smart schedule and produce a good structure to some of these tasks that you’ve been putting off. Re-scheduling tasks on Smart Schedule will continue to get better as you use.

**Here’s a worked example:**

|  |  |
| --- | --- |
| **EXAMPLE TASKS**  | **SMART SCHEDULE**  |
| *Record Introduction to Videos* | *Thursday PM – with your next 1 h spot*  |
| *Create Finance Report*  | *Friday AM – your first task of the day*  |
| *Buy new TV*  | *Saturday Midday – perfect time to visit town*  |

**Remember**:

* Smart Schedule uses Machine Learning, so it gets better the more you use it
* Use the Next 7 days view to add these tasks once worksheet is complete