Exercise

# Using Smart Schedule

**Task: Scheduling Todoist Tasks**

This worksheet will help you to test the abilities of smart schedule with those tasks that you’ve been constantly deferring. Let’s add them to your fully populated Todoist account and use the magic of Smart Schedule to re-schedule them to the most suitable time.

**Pick your most deferred tasks and use smart schedule to defer them:**

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| --- | --- |
| **TASKS** | **SMART SCHEDULE** |
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**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