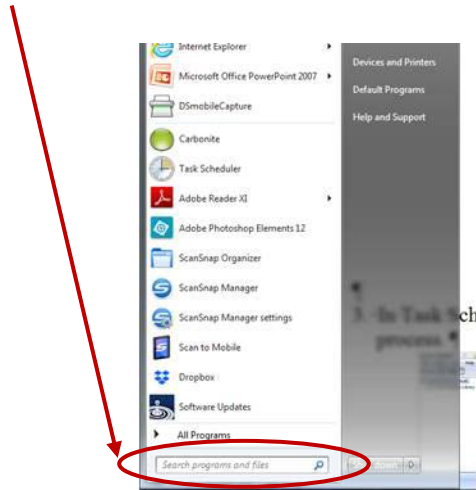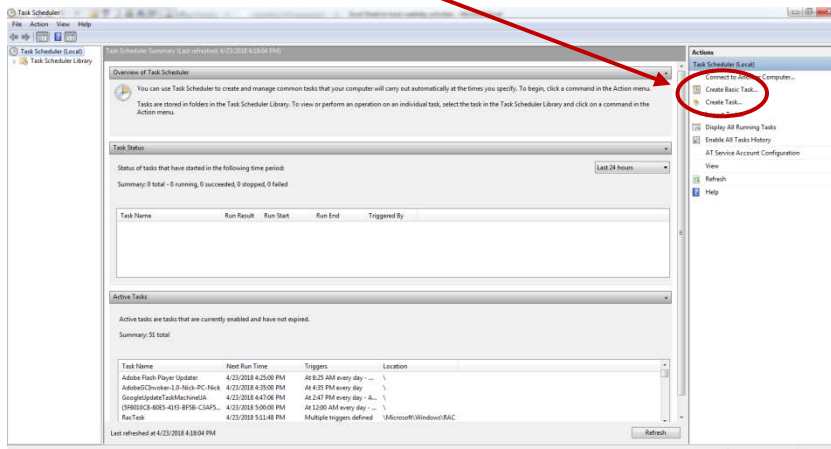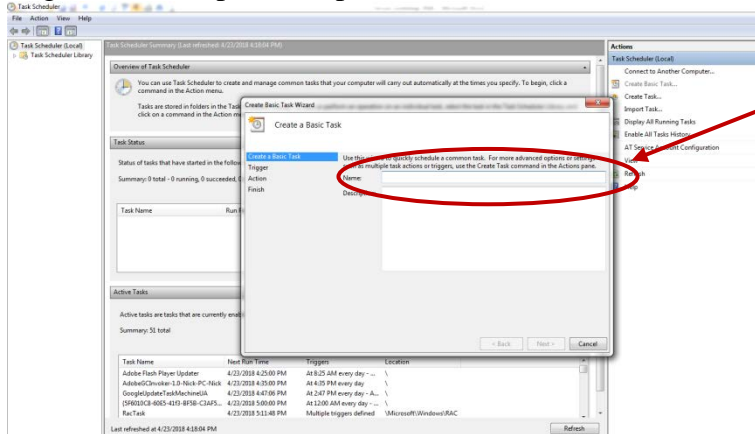# How to Use Task Scheduler to Track Daily Activities

1. Create an Excel file (or other type of file) that you would like to open each day at a specific time. An Excel file (*Excel sheet to track weekday activities*) that lists all workdays for the next couple of years is available on the college site, under Tenure and Promotion.

2. Open Task Scheduler in Windows (to find the program click the windows Start button and enter Task Scheduler in the search box at the bottom of the list of programs).
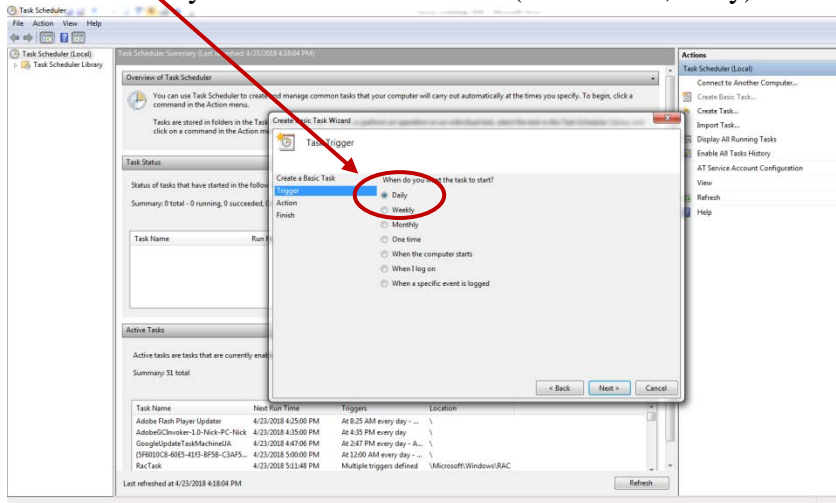

3. In Task Scheduler, click Create Basic Task. This is a wizard that will walk you through this process.
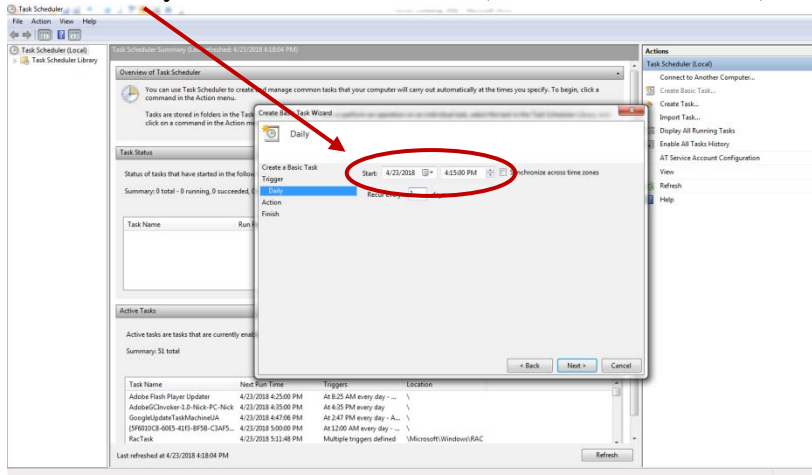

4. Enter a name for your task (*i.e.* Daily Log of Events), this name can be anything of your choosing. The description is optional. Click Next.
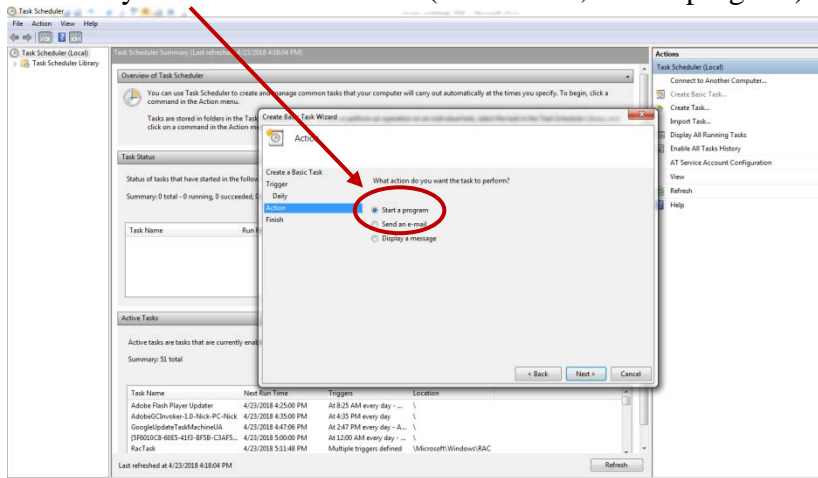
5. Choose how often you want this task to run (in this case, daily). Click Next.
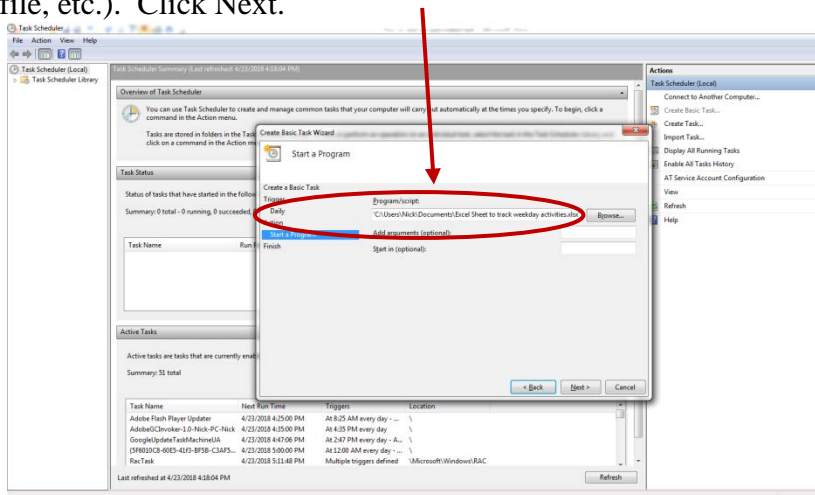

6. Choose the time you want the task to run (in this case, 4:15 PM).

7. Choose what you want the task to do (in this case, Start a program). Click Next.

8. Enter the name of the file to be used to start the program; use Browse if needed. If an Excel file is entered, Excel will start and open that file; if a Word file is entered, Word will open to that file, etc.). Click Next.

9. You will see a summary screen of your defined task. Click Finish. The task is created. In this case, every day at 4:20, an Excel file named 'Excel sheet to track weekday activities.xlsx' will open. You can use this sheet to enter your daily information, then save and close it. If you prefer, Word or other format file can be used.