



## DIGITAL TOOLS FOR MANAGING ACADEMIC TASK

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**Annotation:** This article examines the role of digital tools in managing academic tasks in contemporary educational settings. It highlights how task management applications, digital calendars, cloud-based storage platforms, and productivity tools support students in organizing assignments, managing time effectively, and reducing academic stress. The study emphasizes the importance of using digital technologies to enhance independent learning skills, improve focus, and increase overall academic productivity. By integrating digital tools into daily study routines, students can develop better planning habits and achieve higher academic performance. Classroom teaching methods alone cannot fulfill the requirements of modern English language education. Digital tools have become an essential part of contemporary English language instruction because traditional teaching methods cannot fulfill these requirements.

**Key words:** classroom teaching, educational system, daily study routines, academic stress, digital tools.

Education is really changing a lot these days. This is because technology is getting better fast. We used to use paper planners and write down notes by hand. Now we are using tools instead. These tools are really helpful because they are easy to use and they save us time. Students have a lot of work to do like assignments and exams and projects and studying on their own. Education and these tasks require us to be organized and manage our time well. Students and education are very



important. We need to make sure we are doing everything we can to succeed in education.

Digital tools are really important for students to manage their school work. These tools help students organize their work and also help them learn on their own. This article looks at the kinds of digital tools that students use to manage their school work. It talks about how these digital tools affect students productivity and how well they do in school. Digital tools are used by students at all levels of education. They are useful, for managing tasks and helping students become more independent learners. The use of tools can really help students achieve academic success.

## Task Management Applications

Task management applications are really important for students to stay on top of their school work. Students can use things like Notion, Todoist, Trello and Microsoft To Do to make lists of what they need to do. These task management applications help students make a plan and get everything done on time. Task management applications let students set deadlines for tasks and decide which tasks are the important. This means students can take tasks and break them down into smaller tasks that are easier to handle. Task management applications, like Notion, Todoist, Trello and Microsoft To Do are very helpful for students to keep track of how they're doing.

Using task management apps is really helpful because it gives you reminders that you can see and it shows you how much you have done far. For example if you are a student and you have to write a research paper you can break it down into parts like picking a topic reading what other people have written about it writing a draft and then making sure everything is correct. This way of doing things makes it clearer what you need to do. You will not feel so worried about big school projects like research papers. Task management apps are great for this because they help you stay on track, with your research paper and other tasks.



Many task management tools let students make the tools their own. This means students can design a system that works for them and the way they learn. This is really helpful because it means students are more likely to use the tool all the time. The tool also helps students plan for the term and do well in school. Task management tools are very useful, for students because they help with term academic planning and task management tools support students in many ways.

## Digital Calendars and Scheduling Tools

Digital calendars are really helpful for keeping track of time when you're in school. You can use things like Google Calendar and Apple Calendar to keep all your classes, exams and homework deadlines in one place. This makes it easy to remember what you need to do and when. You can even set reminders and notifications so you do not forget things. Digital calendars, like Google Calendar and Apple Calendar help students stay on top of their schedule and avoid missing deadlines. By using calendars students can manage their time better and make sure they have enough time to study for exams and finish their homework.

People really like using time-blocking to plan their day. This is when you use your calendar to set aside specific times for things like studying going over your notes again and taking a break. Time-blocking is helpful because it makes you stay focused and you do not get as tired. You can also use your calendar on your phone, computer or tablet so you can see what you have to do at any time and, in any place.

This is really useful because you can always check your calendar no matter where you are or what device you are using and see what time you have set aside for studying, revision and rest.

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