GenAI Learning Lab – Topic 1:
AI For Time Management

GenAI as an Option for Managing an Overwhelming Calendar

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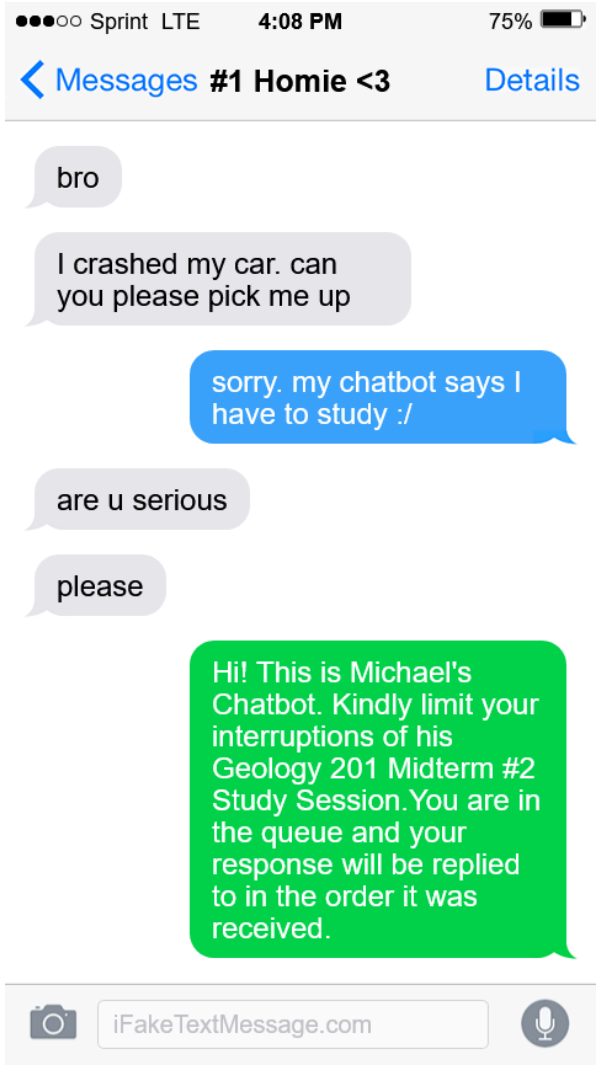
Student Success Centre

Your Discretion is Paramount



- It may sound obvious, but…
- When using AI, critical thinking on your part is **paramount** – even (and maybe especially) for time management!

GenAI as a Tool in Managing Your Time

- 1) How Can AI Help?
- 2) AI and Your Calendar
- 3) Considerations Going Forward

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1) How Can AI Help?

- Calendar Overview
  - Time-saving and can limit decision fatigue
- Calendar Prioritization
  - Also limits decision fatigue
  - Can help you manage competing deadlines

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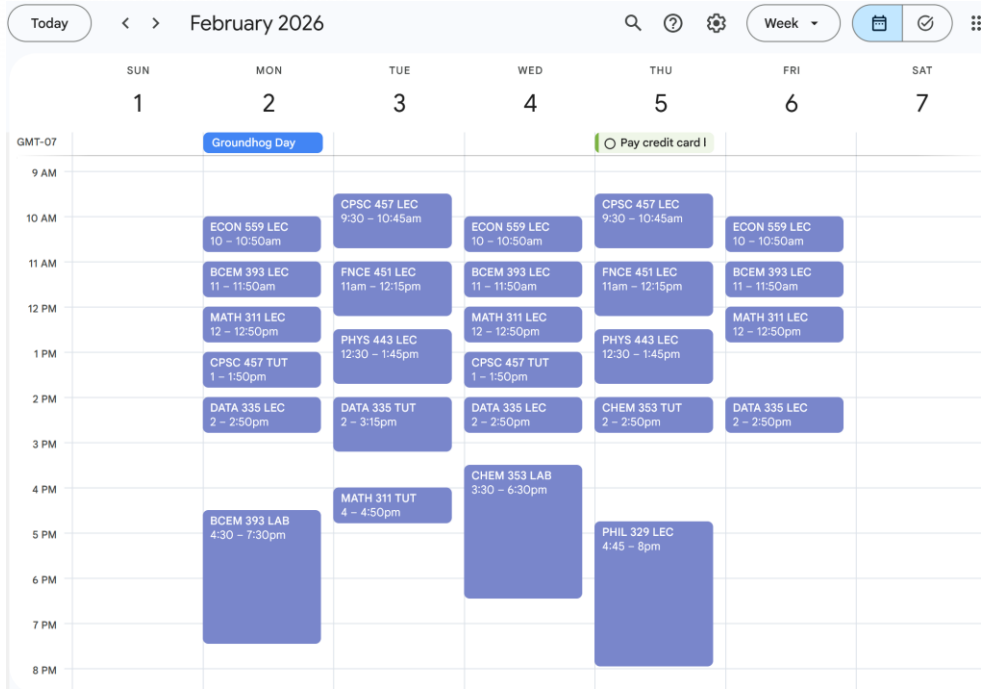
2) AI & Your Calendar - Calendar Overview

For the week of February 2 2026 ONLY, use the schedule photo I am about to give you to populate my calendar for that week

Google Calendar

Please go ahead and provide the photo! Once you share it, I will extract the class times and details to populate your calendar for the week of February 2–6, 2026.

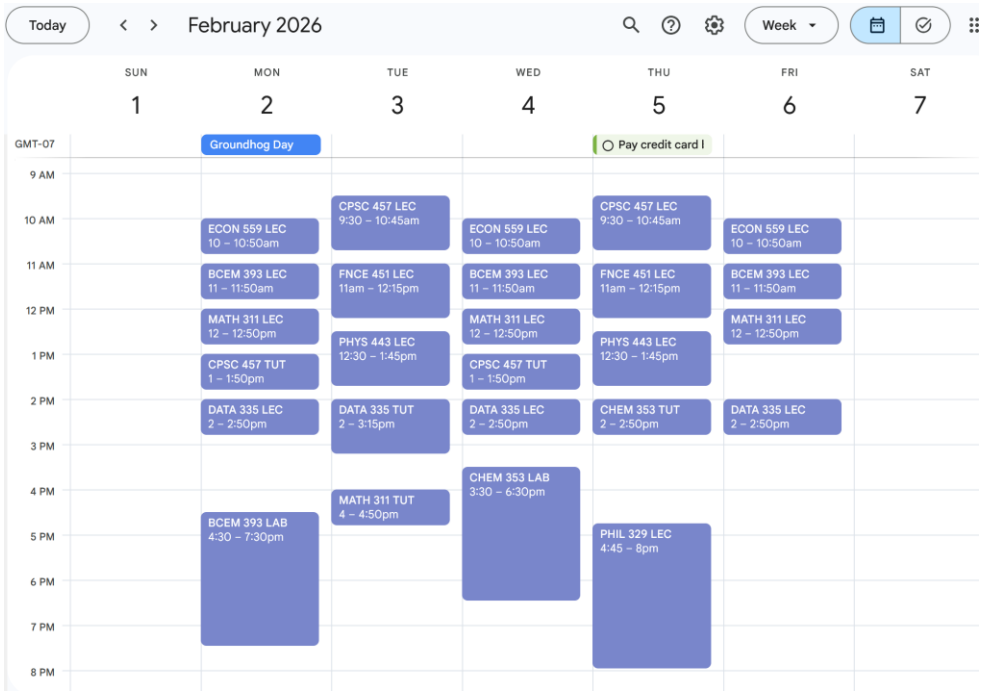


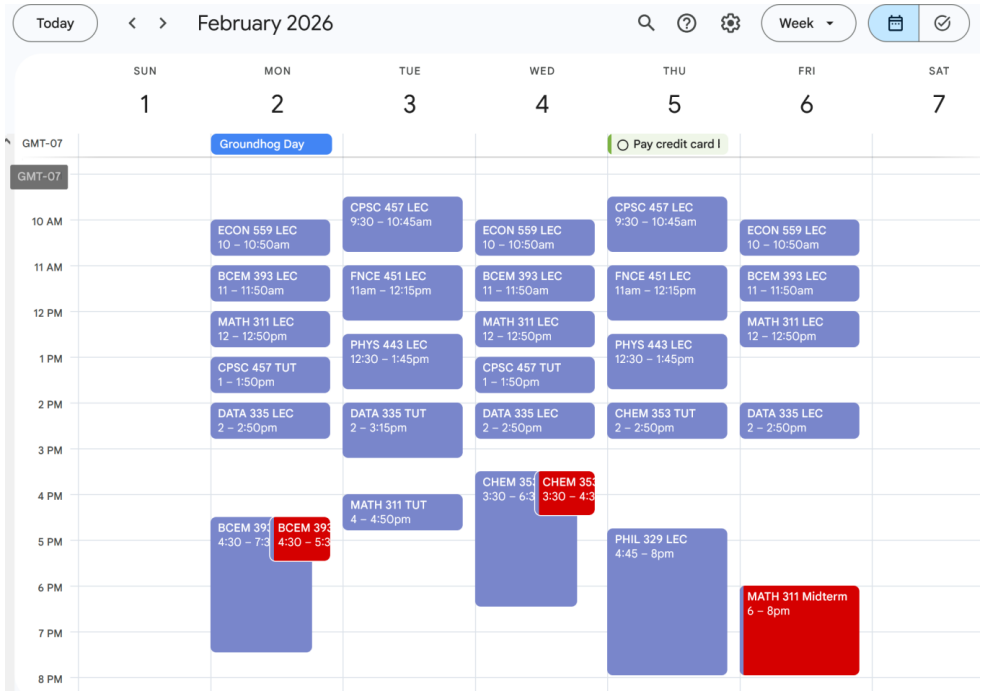
2) AI & Your Calendar - Calendar Overview

I have a Math 311 midterm worth 30% on Feb 6 at 6pm, and all of my labs have reports due at the beginning of the lab times. Please schedule these

Google Calendar

OK, you want to create these 3 events. Do you want to go ahead and create them right now?





2) AI & Your Calendar - Calendar Overview

What do I have coming up on the week of Feb 2?

Google Calendar

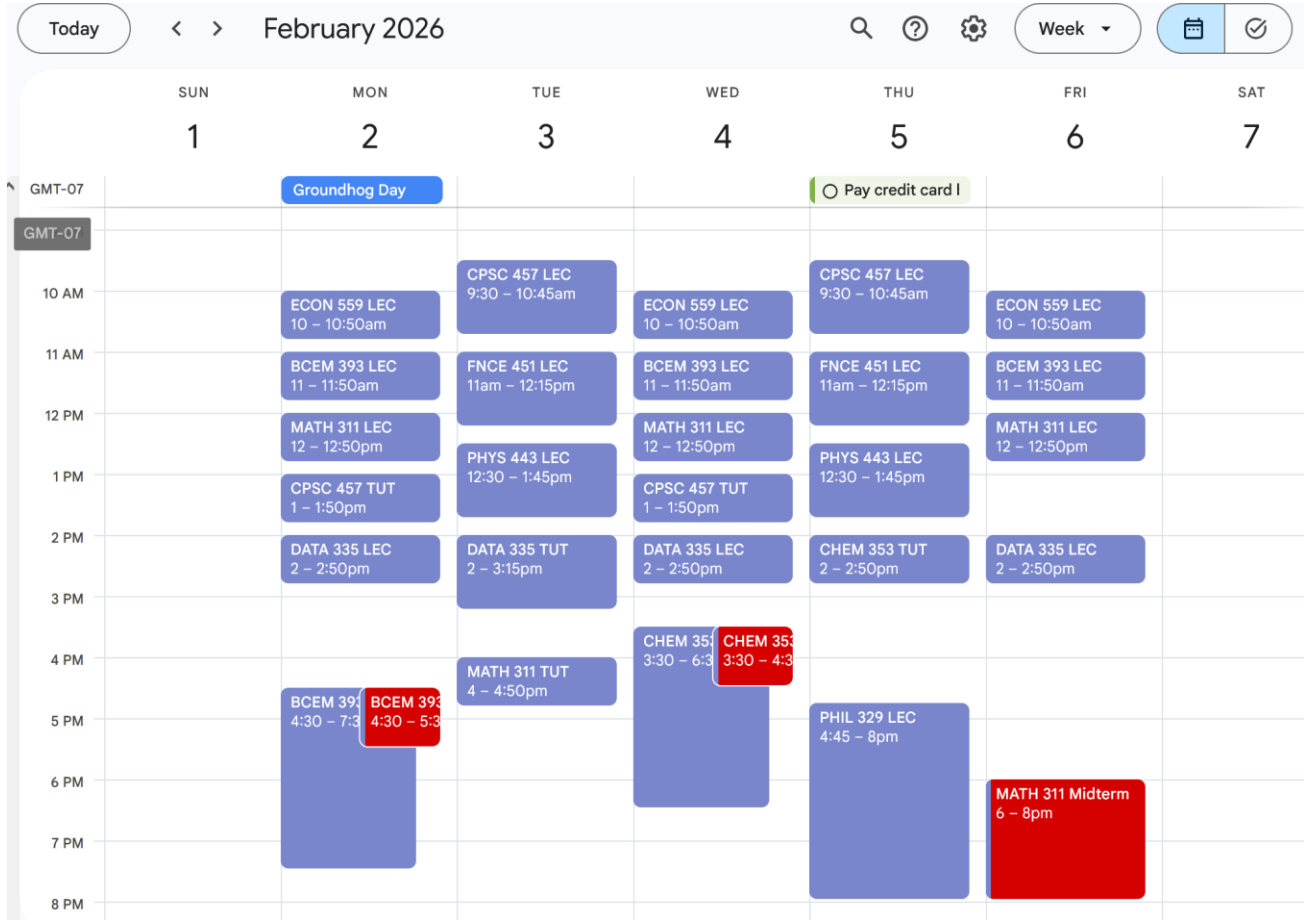
You have a busy week ahead starting February 2, 2026, with 29 events scheduled, including your lectures, tutorials, labs, and assignments. Notable entries include:

- **Monday, Feb 2:** Your first lab report is due for **BCEM 393** at 4:30 PM, coinciding with your lab session.
- **Wednesday, Feb 4:** The **CHEM 353** lab report is due at 3:30 PM.
- **Friday, Feb 6:** You have your **MATH 311 Midterm** from 6:00 PM to 8:00 PM.

The rest of your week is filled with your standard lecture and tutorial block.

what is that midterm worth

The MATH 311 midterm scheduled for Friday, February 6, 2026, at 6:00 PM is worth **30%** of your final grade.



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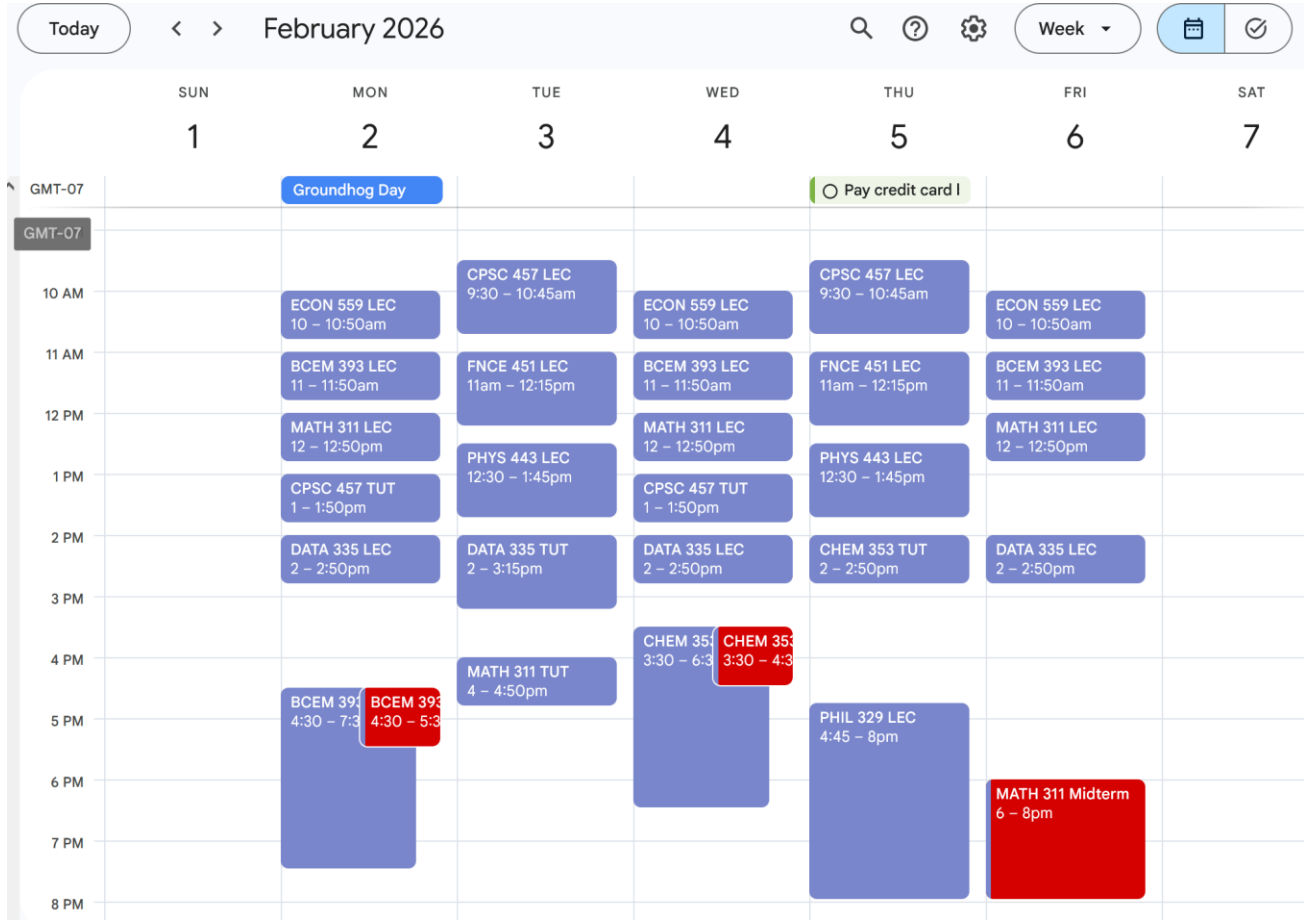
2) AI & Your Calendar - Calendar Prioritization

Given my busy week of Feb 2-6, assume it is now Thursday Jan 29 and I need to prepare for each of these deadlines. Remember that I have to work on Saturday from 6pm-10pm but I am otherwise free. Please prepare a realistic schedule to prepare for these.



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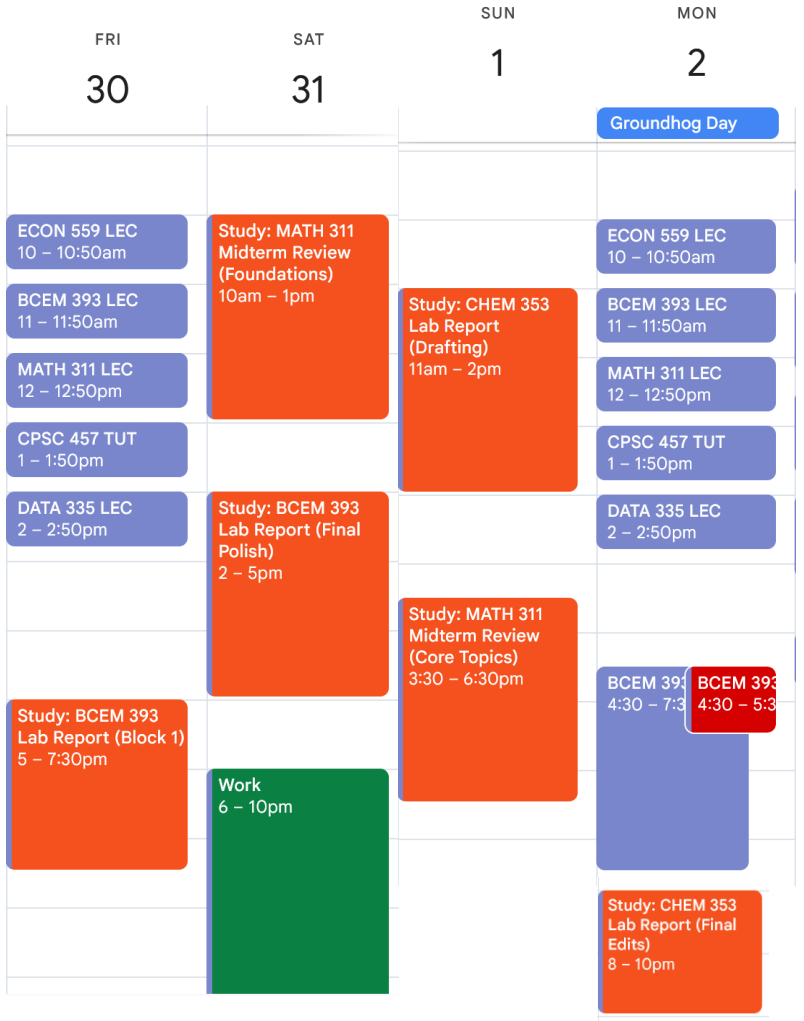
To keep your schedule manageable during a high-stakes week, I prioritized two strategies:

1. **Front-loading Deadlines:** I scheduled the bulk of your **BCEM 393** and **CHEM 353** lab work for the weekend. This ensures your reports are ready *before* your busy week starts, preventing "firefighting" on the days they are due.
2. **Spaced Repetition for MATH 311:** Since the midterm is worth 30%, I broke your study into three distinct phases—Foundations (Sat), Core Topics (Sun), and Final Edits/Practice (Mon/Tue/Wed). This avoids cramming and helps you identify weak spots early.



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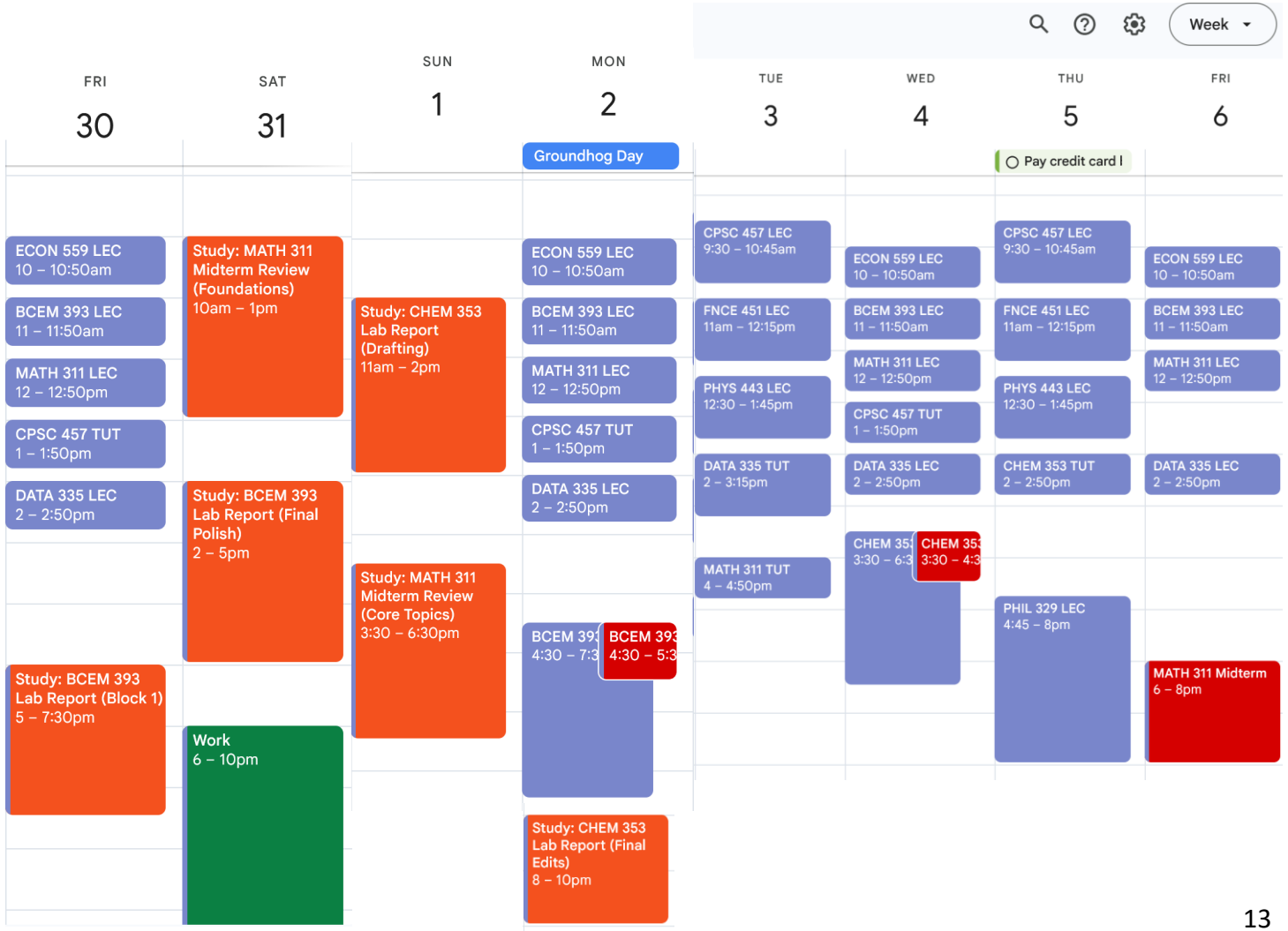
You can then try out this study regimen and tweak/correct Gemini's "thinking" as needed!



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Considerations Going Forward

- AI can do a lot of the "heavy lifting" in managing a busy schedule
- BUT it needs the **right *input*** to be useful
  - Be mindful of your *LIMITS* and incorporate these into your prompts
    - *E.g. "My schedule lacks time for the gym and my friends…"*
  - Be mindful of your *NEEDS* and incorporate these into your prompts
    - *E.g. "I think I need less study time for BCEM and more for MATH…"*
- *So,* if you remain *CRITICAL* and *VIGILANT* when using AI, you may find it is most helpful for time management :)

Thank You for Your Attention!

Questions?

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For more ways Gen AI can help you with time management, see the below handout by **Ian Chua:**

https://ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/23/AI%20Handouts/Using%20AI%20in%20University/AI-for-time-management.pdf

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