



GenAI Learning Lab – Topic 1: AI For Time Management

GenAI as an Option for Managing an Overwhelming Calendar

Michael Turingan

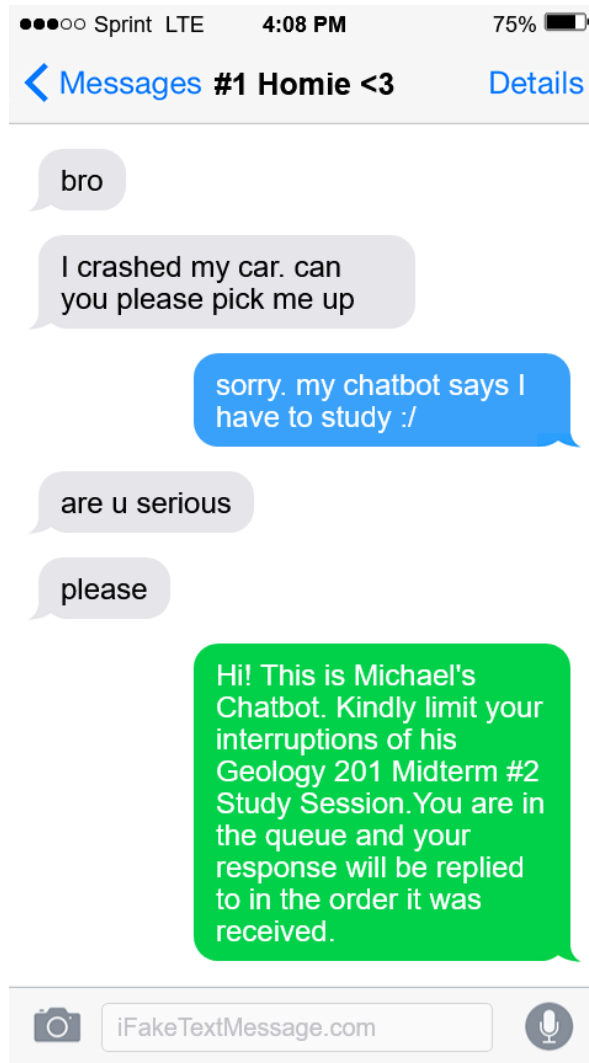
MSc

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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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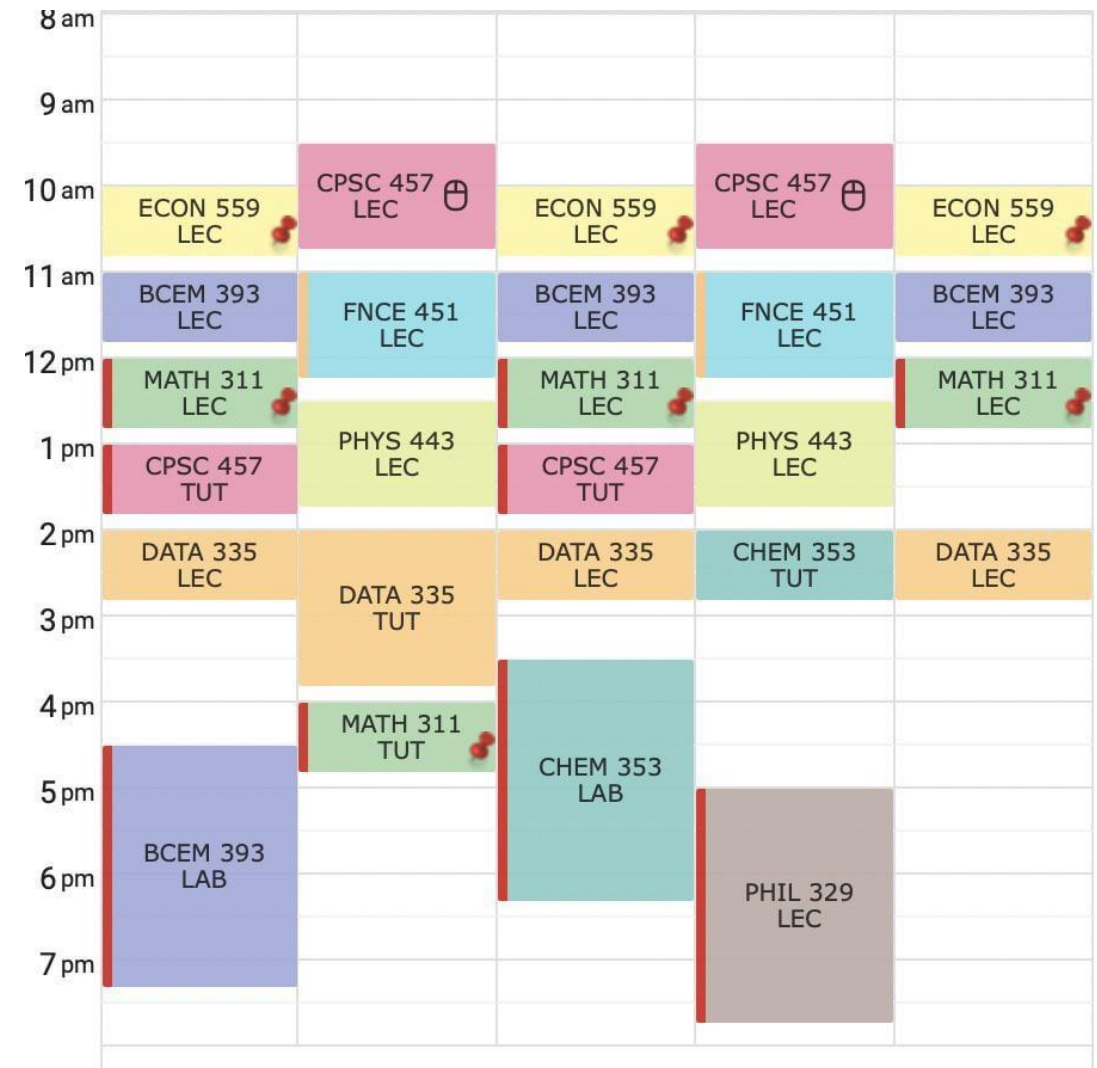


- 1) How Can AI Help?
- 2) AI and Your Calendar
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1) How Can AI Help?



- 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.

8 am				
9 am				
10 am	ECON 559 LEC	CPSC 457 LEC	ECON 559 LEC	CPSC 457 LEC
11 am	BCEM 393 LEC	FNCE 451 LEC	BCEM 393 LEC	FNCE 451 LEC
12 pm	MATH 311 LEC		MATH 311 LEC	
1 pm	CPSC 457 TUT	PHYS 443 LEC	CPSC 457 TUT	PHYS 443 LEC
2 pm	DATA 335 LEC	DATA 335 TUT	DATA 335 LEC	CHEM 353 TUT
3 pm				
4 pm		MATH 311 TUT	CHEM 353 LAB	
5 pm	BCEM 393 LAB			
6 pm				PHIL 329 LEC
7 pm				



Today	<	>	February 2026	🔍	⚙️	Week	📅	🔖	⋮
	SUN	MON	TUE	WED	THU	FRI	SAT		
	1	2	3	4	5	6	7		
GMT-07		Groundhog Day			Pay credit card I				
9 AM									
10 AM		ECON 559 LEC 10 – 10:50am	CPSC 457 LEC 9:30 – 10:45am	ECON 559 LEC 10 – 10:50am	CPSC 457 LEC 9:30 – 10:45am	ECON 559 LEC 10 – 10:50am			
11 AM		BCEM 393 LEC 11 – 11:50am	FNCE 451 LEC 11am – 12:15pm	BCEM 393 LEC 11 – 11:50am	FNCE 451 LEC 11am – 12:15pm	BCEM 393 LEC 11 – 11:50am			
12 PM		MATH 311 LEC 12 – 12:50pm		MATH 311 LEC 12 – 12:50pm		MATH 311 LEC 12 – 12:50pm			
1 PM		CPSC 457 TUT 1 – 1:50pm	PHYS 443 LEC 12:30 – 1:45pm	CPSC 457 TUT 1 – 1:50pm	PHYS 443 LEC 12:30 – 1:45pm				
2 PM		DATA 335 LEC 2 – 2:50pm	DATA 335 TUT 2 – 3:15pm	DATA 335 LEC 2 – 2:50pm	CHEM 353 TUT 2 – 2:50pm	DATA 335 LEC 2 – 2:50pm			
3 PM									
4 PM			MATH 311 TUT 4 – 4:50pm	CHEM 353 LAB 3:30 – 6:30pm					
5 PM		BCEM 393 LAB 4:30 – 7:30pm			PHIL 329 LEC 4:45 – 8pm				
6 PM									
7 PM									
8 PM									

2) AI & Your Calendar - Calendar Overview

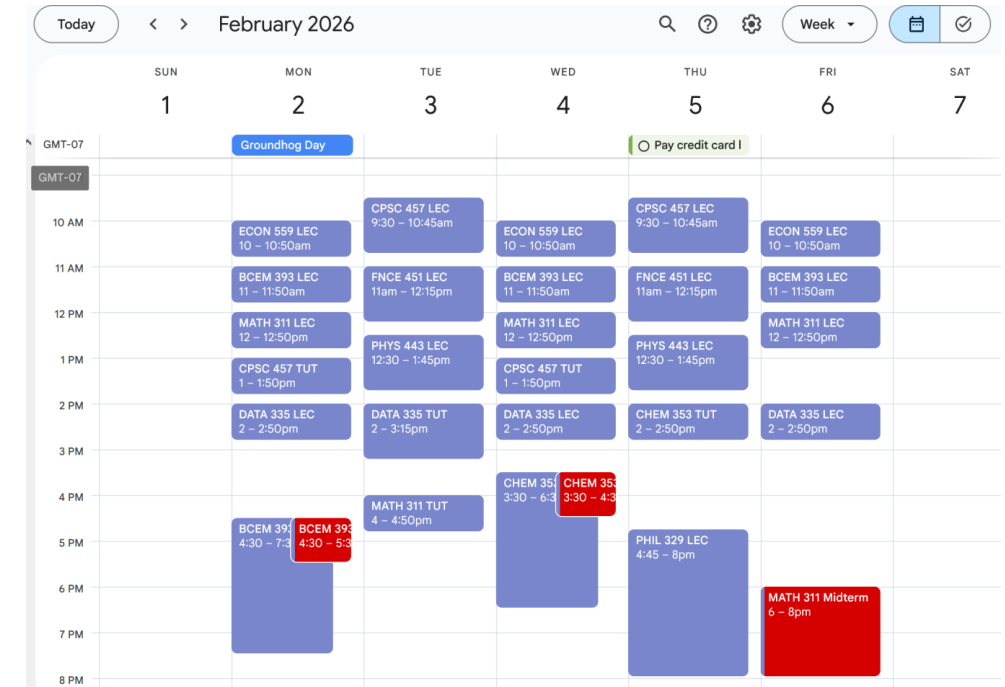
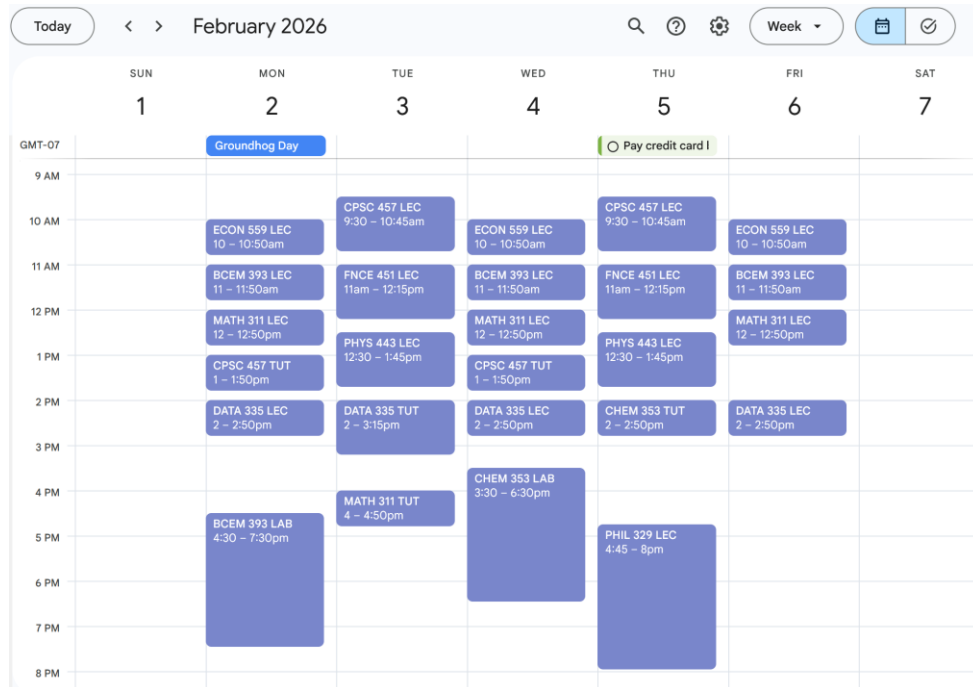


I have a Math 311 midterm worth 30% on Feb 6 at 6pm, and all of my labs have reports due at the beginning of the lab times. Please schedule these



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.

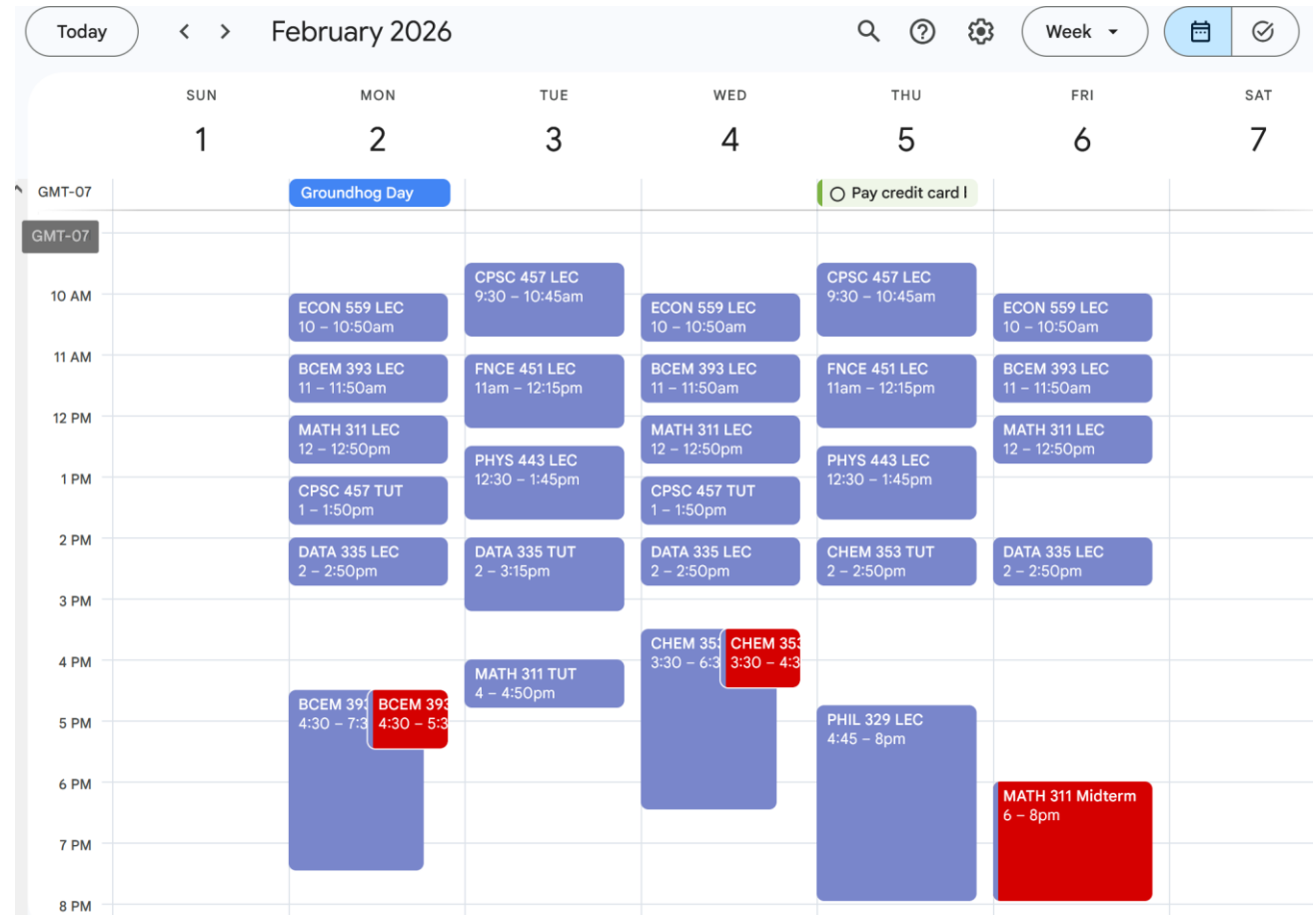
The rest of your week is filled with your standard lecture and tutorial block.



what is that midterm worth



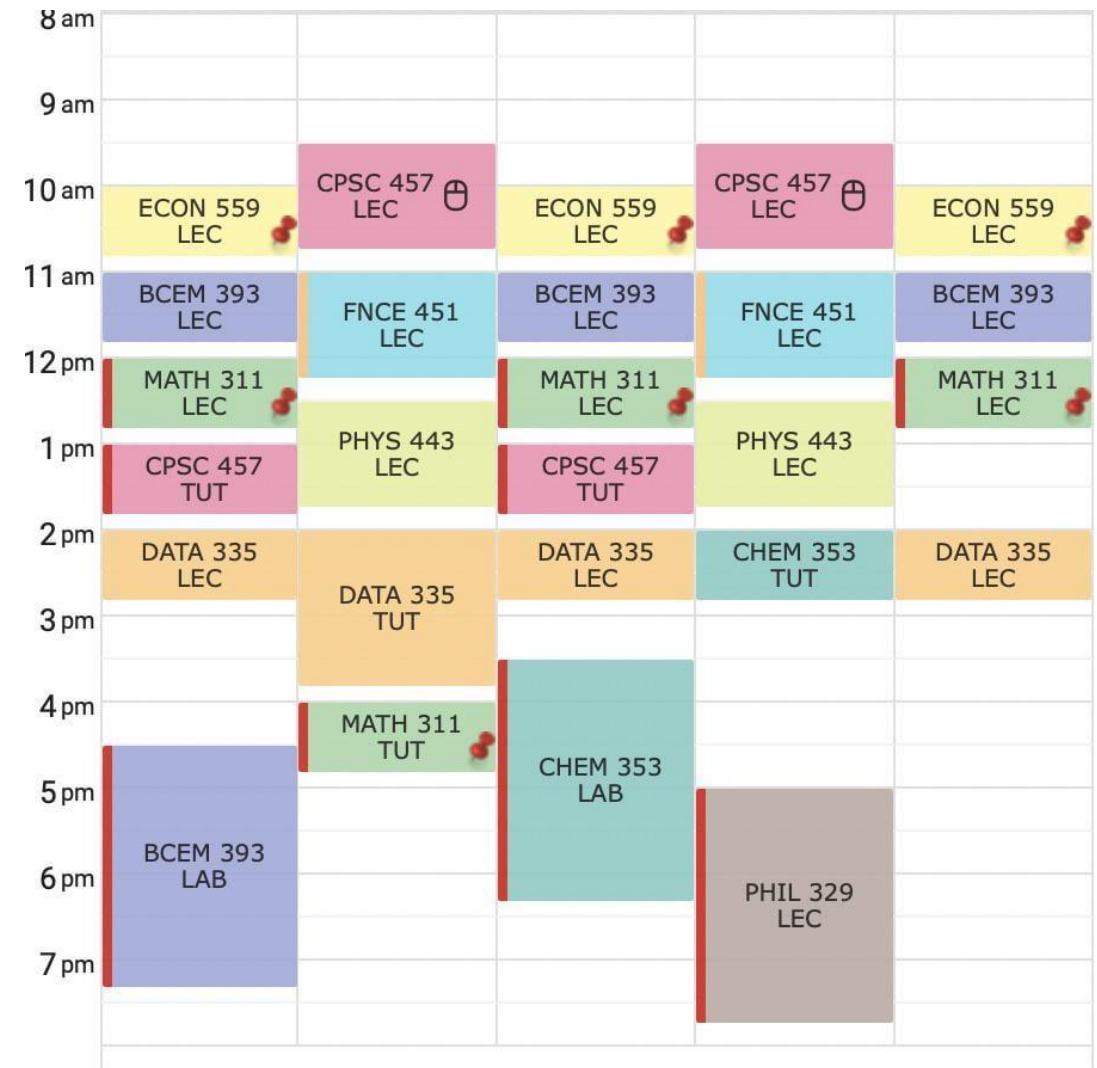
The MATH 311 midterm scheduled for Friday, February 6, 2026, at 6:00 PM is worth 30% of your final grade.



1) How Can AI Help?



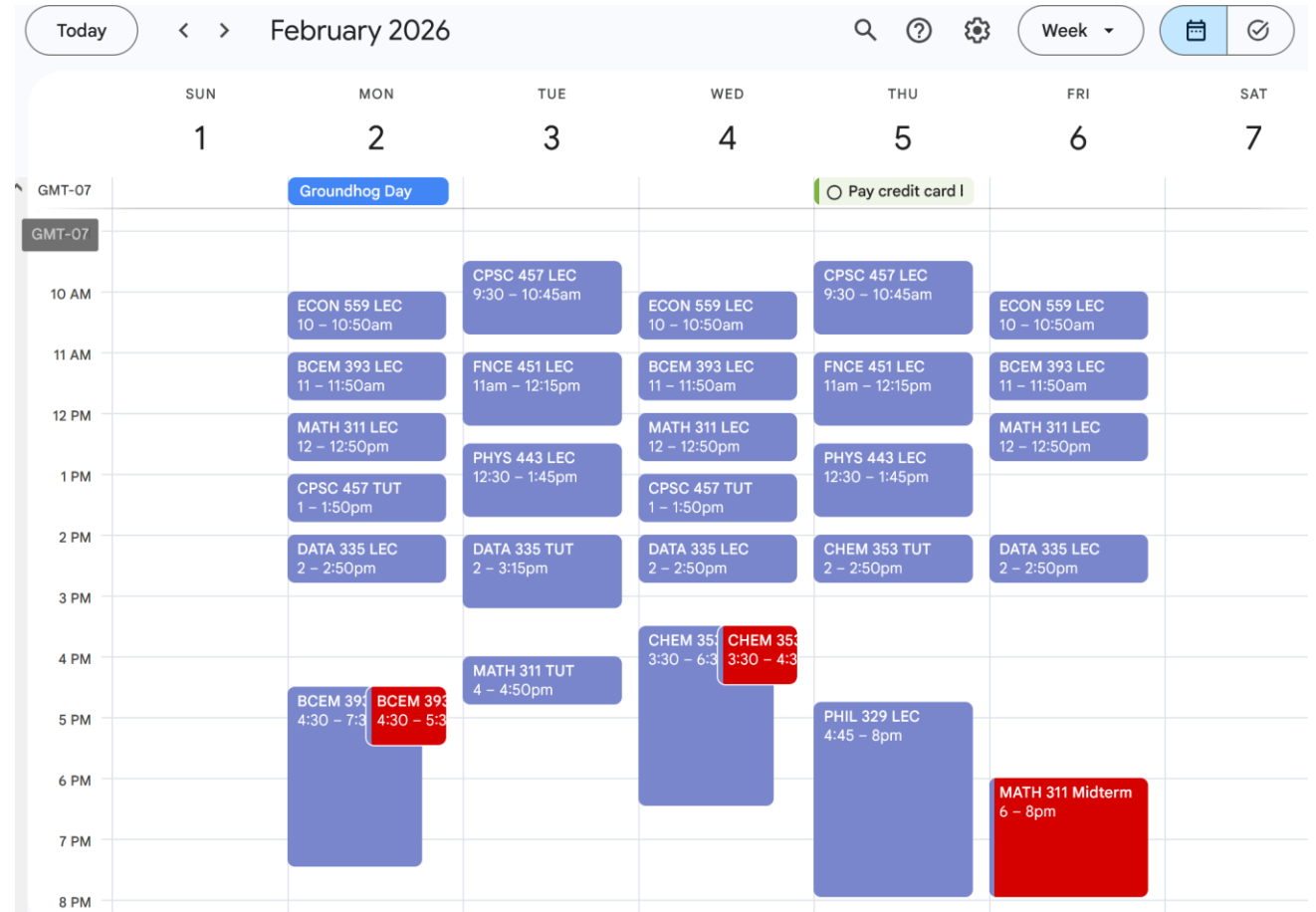
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2) AI & Your Calendar - Calendar Prioritization



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.



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.



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.

FRI 30	SAT 31	SUN 1	MON 2
			Groundhog Day
ECON 559 LEC 10 – 10:50am	Study: MATH 311 Midterm Review (Foundations) 10am – 1pm		ECON 559 LEC 10 – 10:50am
BCEM 393 LEC 11 – 11:50am		Study: CHEM 353 Lab Report (Drafting) 11am – 2pm	BCEM 393 LEC 11 – 11:50am
MATH 311 LEC 12 – 12:50pm			MATH 311 LEC 12 – 12:50pm
CPSC 457 TUT 1 – 1:50pm			CPSC 457 TUT 1 – 1:50pm
DATA 335 LEC 2 – 2:50pm	Study: BCEM 393 Lab Report (Final Polish) 2 – 5pm		DATA 335 LEC 2 – 2:50pm
		Study: MATH 311 Midterm Review (Core Topics) 3:30 – 6:30pm	
Study: BCEM 393 Lab Report (Block 1) 5 – 7:30pm	Work 6 – 10pm		BCEM 393 4:30 – 7:30pm BCEM 393 4:30 – 5:30pm
			Study: CHEM 353 Lab Report (Final Edits) 8 – 10pm

2) AI & Your Calendar - Calendar Prioritization

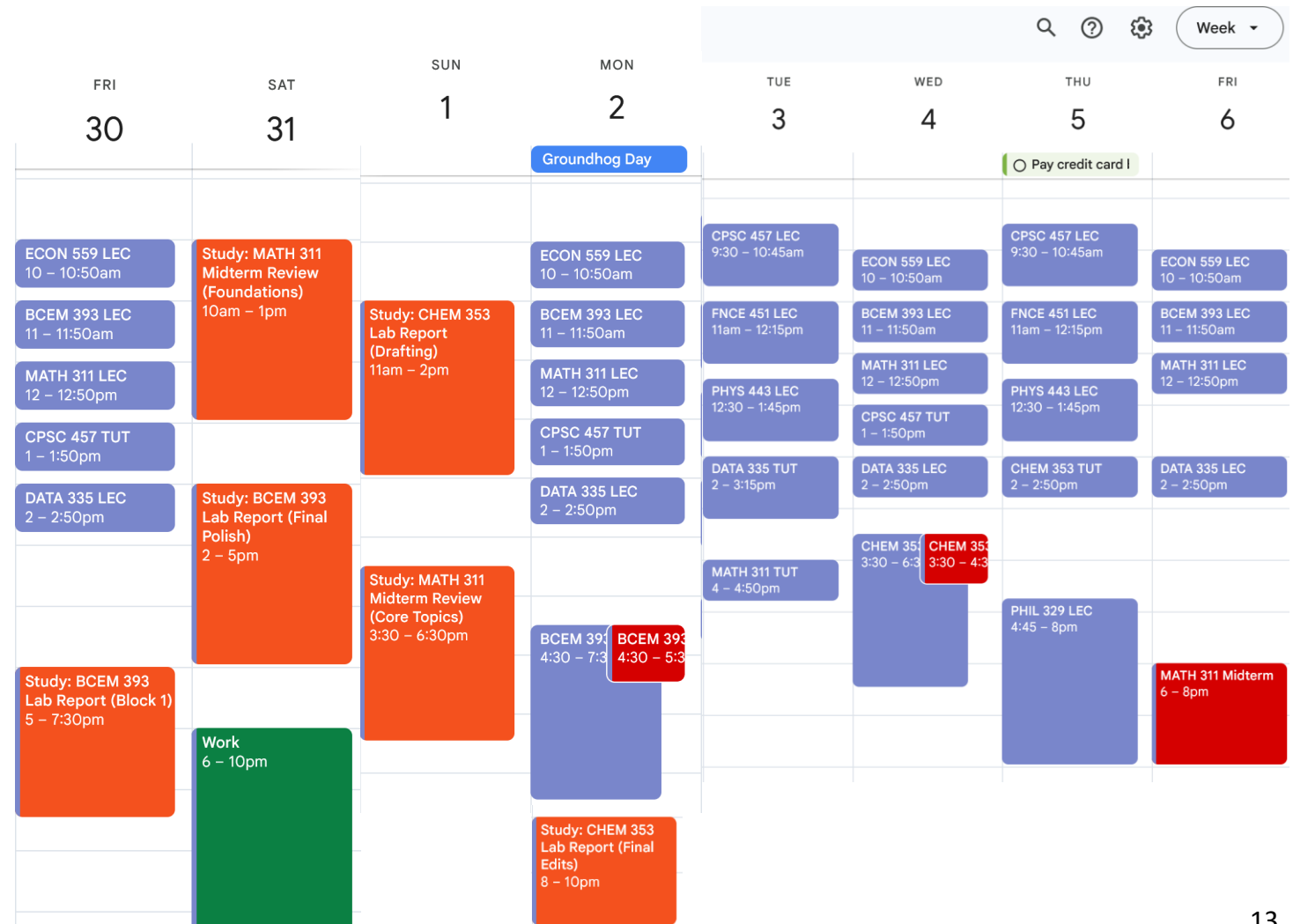


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You can then try out this study regimen and tweak/correct Gemini's "thinking" as needed!



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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 BCEN 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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