CUES
POTENTIAL, REALIZED.™

Harvard ManageMentor: Create A Calendar Reminder to Complete Courses

Purpose: *Creating a calendar reminder to complete courses helps keep focus by blocking out time on your calendar dedicated to completing the course.*

Process:

1. Once you've accessed Harvard ManageMentor, click on your profile icon at the top right of the screen. Then, click on "Learning Reminder".
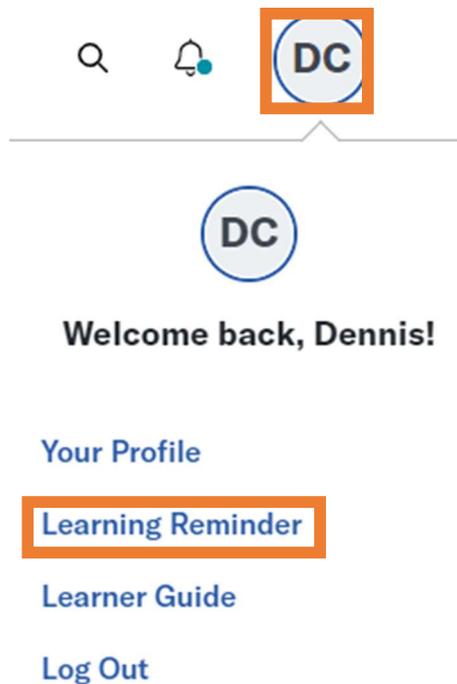
2. A pop-up will open for you to create your reminder. Fill out the card as needed and click Add HMM Learning Reminder. Then, you can choose your preferred online calendar (google, outlook, apple, etc.) for a calendar reminder to be sent to you.

    Use the screenshot below as an example of what to input.

Create a Learning Reminder for Harvard ManageMentor

Make learning an important part of your weekly routine by adding a learning reminder to your work calendar.

Learning Reminder Title

Harvard ManageMentor Course

Enter URL of a topic, lesson, or article *(Optional)*

https://cues.myhbp.org/hmm12/content/time_management/landingpage.html

Which days?

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☑ Friday ☐ Saturday

How long?

1 hour

What time?

12:00 pm

☑ **This is a recurring event.**

Recurring events can only be set for Apple Calendar, Outlook, and Google Calendar at this time. You will need to visit a respective online calendar to make an event recurring.

📅   Add HMM Learning Reminder
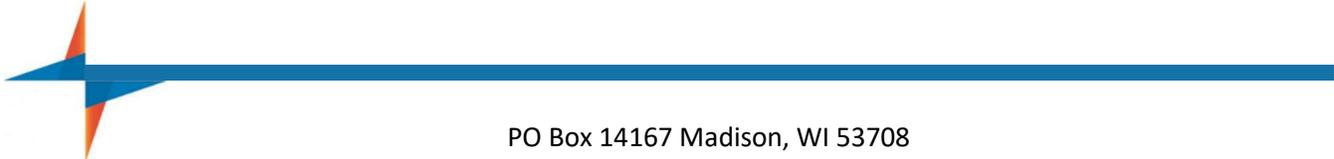
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