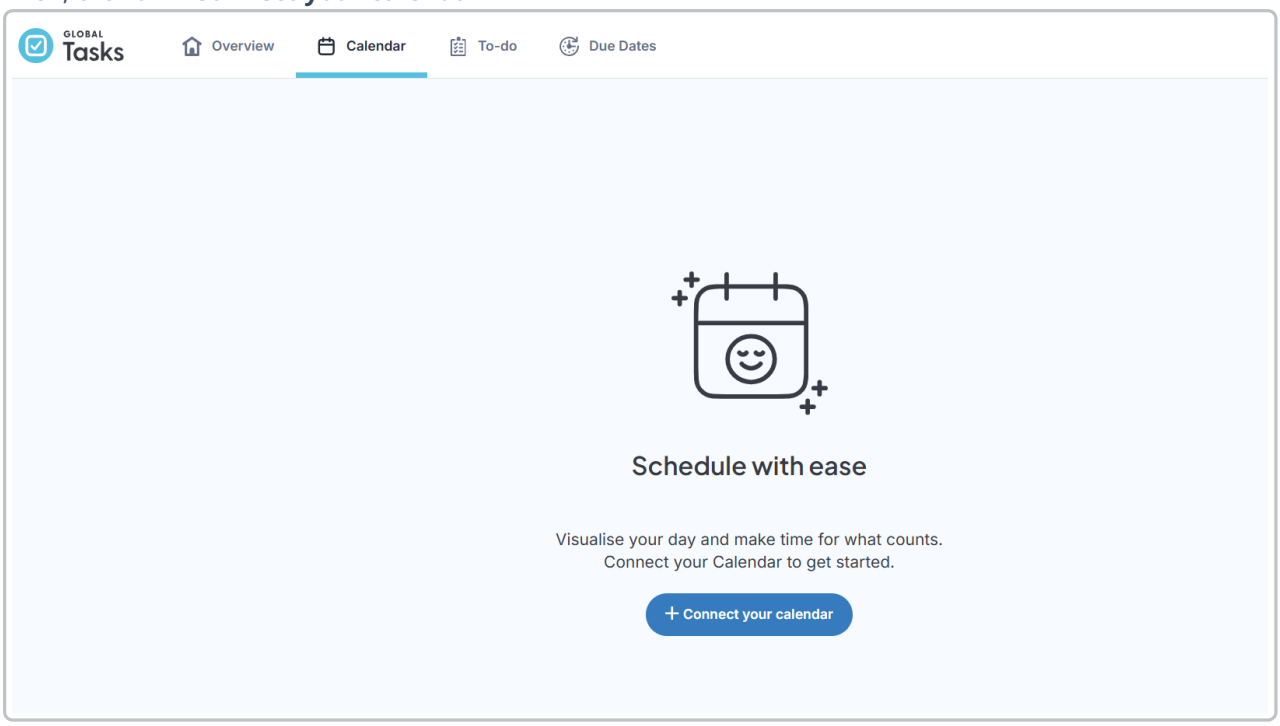
Calendar

Last Modified on Tuesday, 21-Oct-2025 11:37:19 BST

The new Calendar function of Global Tasks helps you keep your calendars and tasks synchronised.

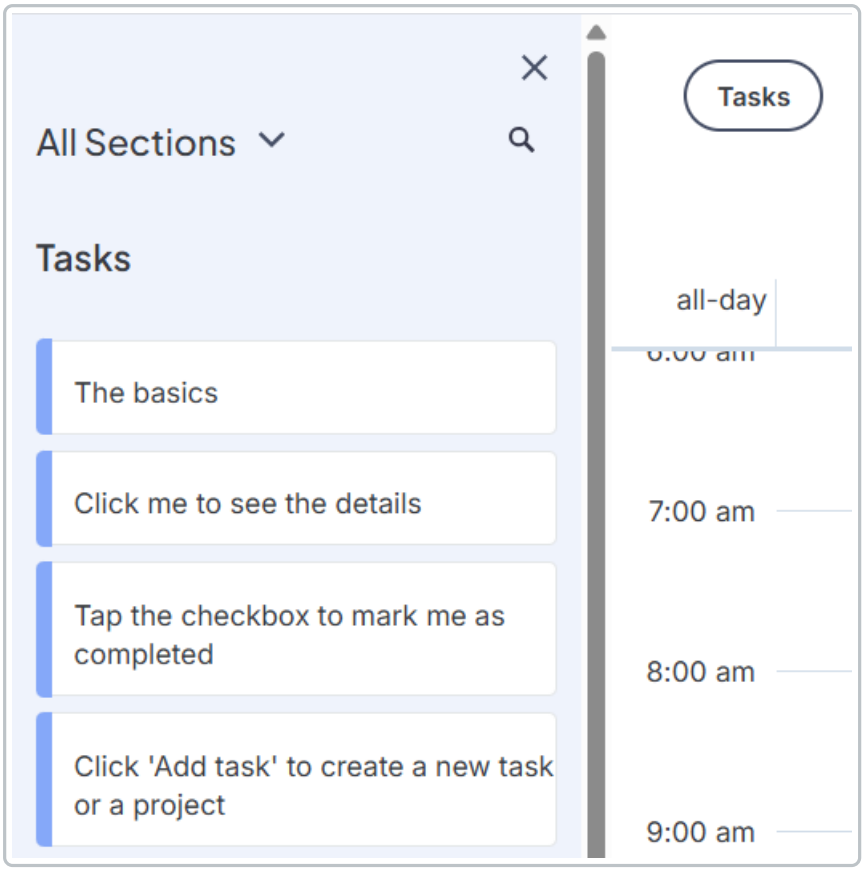
To get started with the Calendar function, you will need to link your calendar.
To do this, open Global Tasks and click on the Calendar tab.
Then, click on **+ Connect your calendar**



Once you have provided permission, your calendar will be synced with Global Tasks.

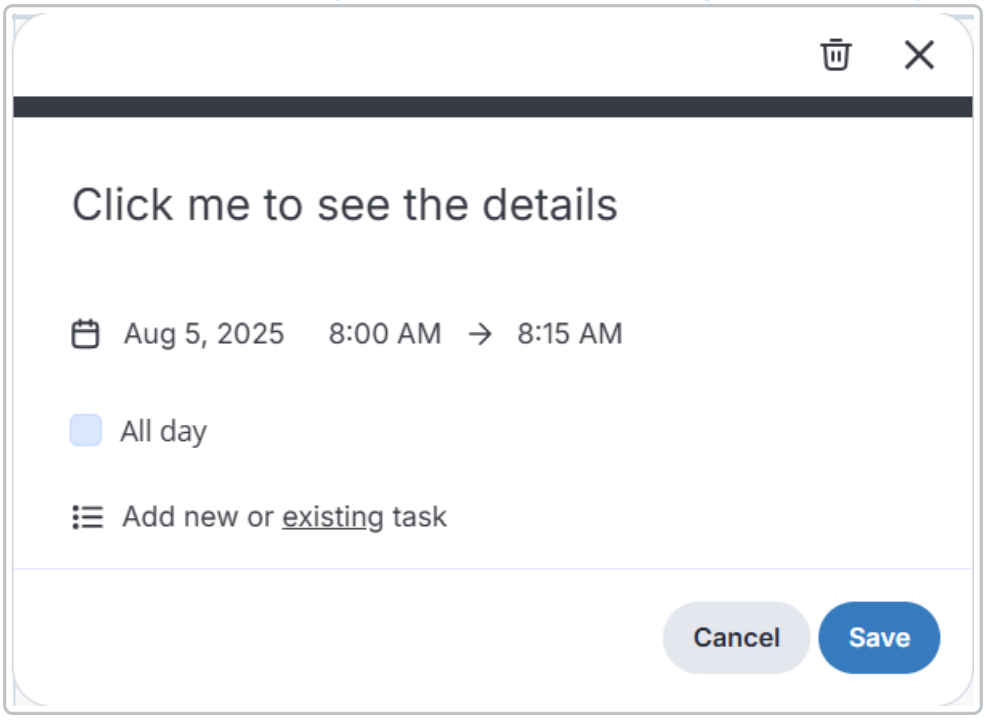
Adding tasks

By pressing the Tasks button, you will see a side bar pop out showing the tasks you have on your Overview page.
You will be able to drag these from the side bar into your calendar.
This will then sync up to your calendar.



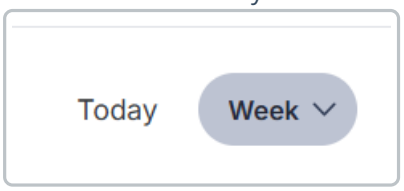
Edit calendar entries

You are also able to click onto items in your calendar to open the Edit window.
This will let you change the name, time and date of the calendar entry.
You can also delete the entry, as well as add new or existing tasks to the entry.



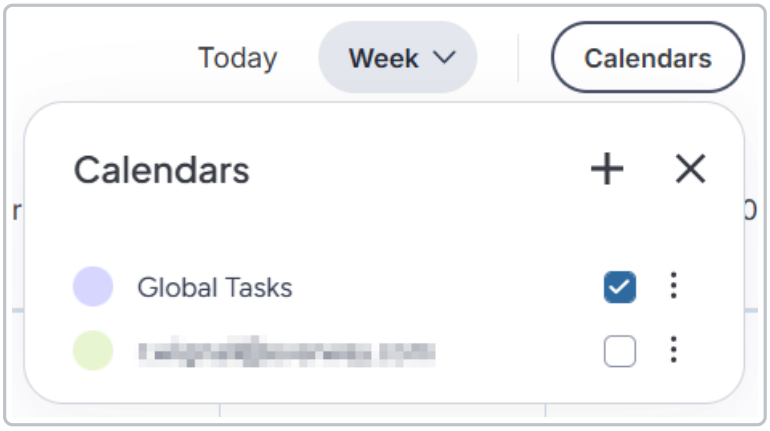
Changing calendar view

You have a Today button which will bring you back to the current day in the calendar.
Next to this is the Day/Week view menu, this will let you toggle between the 2 views.



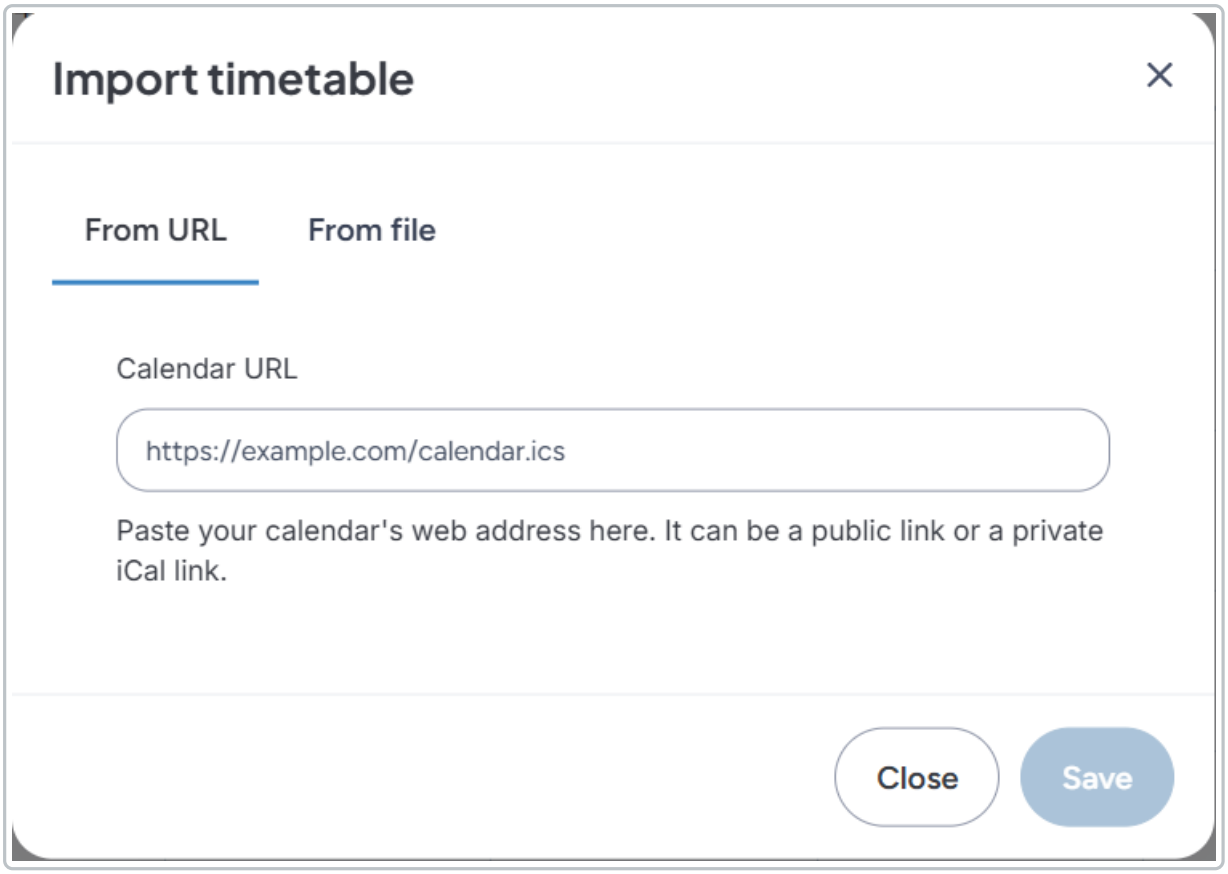
Changing your visible calendars and colour

In the Calendars menu, you have the option to add new calendars using the + button.
You can also toggle on/off your calendars, as well change the colour of the calendar entries using the 3 dots to access the colour menu.



Importing your Calendars

By pressing on Calendars and using the + button, you will see the options for importing a timetable.
You can import a calendar from a URL or a File.



Import from URL

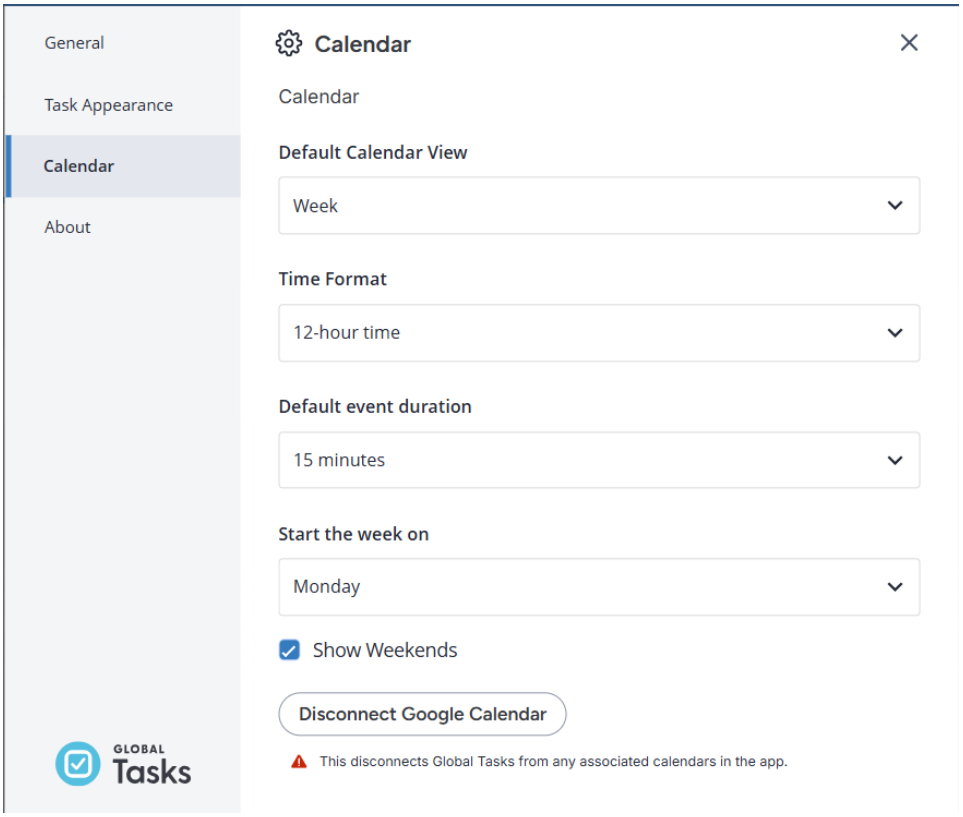
When importing from a URL, you will need to go to your calendar provider and generate an iCal link. This can be a public or private link.
Once you have this link, you can paste it into the Calendar URL.
Google
Outlook
Apple

Import from file

To import a calendar from an iCal file, you will need to export your calendar from your calendar provider.
Then, once you have an iCal file, you can upload this to the From File segment.
Google
Outlook
Apple

Disconnecting your calendar

If you wish to disconnect your calendar from Google tasks, first open your Settings (this can be found by clicking your name in the top right)
Then, click on the Calendar tab and this will open the Calendar options.
You will then be able to use the **Disconnect Calendar** button.
There will then be a checkbox to confirm you want to permanently remove the Global Tasks entries from your calendar.
This process will stop Global Tasks syncing with your calendar.


General
Task Appearance
Calendar
About
Calendar
Calendar
Default Calendar View
Week
Time Format
12-hour time
Default event duration
15 minutes
Start the week on
Monday
Show Weekends
Disconnect Google Calendar
This disconnects Global Tasks from any associated calendars in the app.
GLOBAL
Tasks