



Getting Things Done

Is your calendar used only for tracking meetings?

You can get so much more done if you use it to plan not only your day, but your week also.

Prepare:

- Enter time for weekly task management in your calendar
- Add task list items that have deadlines
- Review the current week on Monday morning to ensure task list items, appointments, projects, etc. are top-of-mind
- Review the prior 2 weeks to ensure everything was completed
- Review the next 2 weeks to prepare for upcoming deadlines and appointments

Management:

- Leave space between time blocks to accommodate unforeseen events. This way your whole day won't be thrown off if an emergency comes up
- Schedule 15 minutes before meetings to prepare, and 15 minutes after meetings to finalize notes and get ready for the next task
- Schedule time for breaks and lunch and set a reminder. Time away from work can boost mental resources and ensure a better performance
- Use an online scheduler such as Calendly, Setmore, or Acuity Scheduling and put the link in your signature.
- But ensure clarity when sending invitations. A meeting with "ProTem" doesn't show who the person is or what the subject is. Ensure invitations show the person's name and what you'll be discussing.
- Ensure all of your calendars sync to ensure nothing is double booked

Tips

- Calendars are generally used for appointments and meetings, but they are great for ensuring you have time to work also. Block time to work on projects and tasks to better control your availability
- Use your calendar for day-specific information or things you want to remember, like budget review preparation, birthdays, upcoming seminars, or your partner's flight information