

Filling in Your Google Calendar

Step 1: Log In or Create an Account

<input type="checkbox"/>	Go to calendar.google.com
<input type="checkbox"/>	If you have a work email, use it to log in or create an account.
<input type="checkbox"/>	Choose the Week View to see your full schedule.

Step 2: Add a New Event

<input type="checkbox"/>	Click on the day and time of the event. A small box will pop up.
<input type="checkbox"/>	Fill in the details: <ul style="list-style-type: none">● Title: Say what it is (e.g. "Team Meeting", "Send Report", "Break")● Time: Set the start and end time● Location: Add the place (physical or online)● Description: Write what you need to bring or prepare (optional)
<input type="checkbox"/>	Click "Save" when you're done.

Step 4: Add Reminders

<input type="checkbox"/>	Click "Add notification" when creating an event.
<input type="checkbox"/>	Choose when you want to be reminded (10 minutes before, 1 day before, etc.).
<input type="checkbox"/>	You can add more than one reminder, if you want to.

Step 5: Repeat Regular Tasks

<input type="checkbox"/>	For things that happen every week (e.g. team check-in), click "Does not repeat" and change it to "Weekly on Monday" (or any day you want).
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Step 6: Check Your Calendar Every Morning

<input type="checkbox"/>	Start your day by opening your calendar.
<input type="checkbox"/>	Ask: <ul style="list-style-type: none"> • What's first today? • Do I need to prepare anything?

Step 7: Update Your Calendar When Plans Change

<input type="checkbox"/>	Things change! Edit or delete events if a meeting is cancelled or moved.
<input type="checkbox"/>	If you invited other participants, you can send them an automatic email, informing them about the changes.

Common challenges and solutions

Challenge	Solutions
I forget to open my calendar	Set a reminder to check it regularly. Pin the tab on your browser.
Too many events confuse me	Use colours and short, clear titles. Focus on one day at a time.
I don't know what to write	Keep it simple: What, When, Where. Example: "Send email – 14:00 – Desk"



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