Filling in Your Google Calendar

Step 1: Log In or Create an Account

☐	Go to calendar.google.com
☐	If you have a work email, use it to log in or create an account.
☐	Choose the Week View to see your full schedule.

Step 2: Add a New Event

☐	Click on the day and time of the event. A small box will pop up.
☐	Fill in the details: • **Title**: Say what it is (for example "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)
☐	Click **"Save"** when you're done.

Step 3: Add Reminders

☐	Click “Add notification” when creating an event.
☐	Choose when you want to be reminded (10 minutes before, 1 day before, etc.).
☐	You can add more than one reminder, if you want to.

Step 4: Repeat Regular Tasks

☐	For things that happen every week (for example, team check-in), click “Does not repeat” and change it to “Weekly on Monday” (or any day you want).

Step 5: Check Your Calendar Every Morning

☐	Start your day by opening your calendar.
☐	Ask: • What’s first today? • Do I need to prepare anything?

Step 6: Update Your Calendar When Plans Change

☐	Things change! Edit or delete events if a meeting is cancelled or moved.
☐	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. For example: "Send email – 14:00 – Desk"

DYS inEduProWork

Co-funded by the European Union

This project has been funded with support from the European Commission.

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