



THE ADMIN

— COMMUNITY —

CALENDAR CHECKLIST

Whether you're setting up a new calendar or making adjustments to a client's current one, this checklist of eight expert-approved tips will help you revamp your calendar practices and maximize your efficiency. As an executive assistant, proficient calendar management is the key to success, so make sure to devote enough time to establish and maintain your new calendar.

- Check for any existing events or appointments already scheduled and ensure they have been transferred to the new calendar.
- Set up a recurring meeting or appointment schedule for regular events, such as team meetings or weekly check-ins.
- Add any important dates or deadlines that the executive needs to be aware of (e.g., project due dates, upcoming vacations, company holidays, etc.).
- Set reminders or alerts for important events, especially those with strict deadlines.
- Add any travel plans or appointments that require the executive to be out of the office, and include relevant details such as flight or hotel information.
- Color-code events or appointments based on their type (e.g., meetings, appointments, deadlines, travel, etc.) to help the executive quickly and easily identify them.
- Add any necessary notes or attachments to events, such as agendas or relevant documents, to ensure the executive is fully prepared for each appointment or meeting.
- Share the calendar with relevant team members or stakeholders to ensure everyone is aware of the executive's availability and schedule.