

# Mastering Google Calendar for Productivity & Time Management

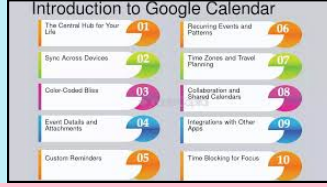


## Page 2: Why Use Google Calendar?

Google Calendar helps you:

- Stay organized & manage time efficiently
- Set reminders & never miss deadlines
- Collaborate easily with shared calendars
- Integrate with productivity tools like Trello & Notion

Whether you're a student, professional, or entrepreneur, this guide will help you master Google Calendar!

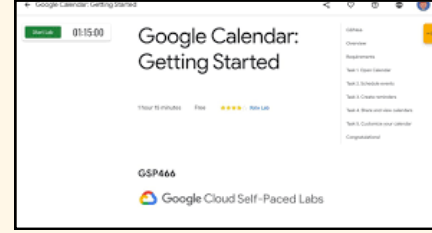


## Page 3: Getting Started

Access: Go to [calendar.google.com](https://calendar.google.com) or download the app

- Sign In: Use your Google account
- Explore Views:
  - Month View – Long-term planning
  - Week View – Weekly schedules & tasks
  - Day View – Daily agenda
  - Agenda View – List of upcoming events

Tips: Customize your default view in settings!



## Page 4: Creating & Managing Events

Click "+ Create" or tap on a time slot:

- Add title, location, description, and attachments
- Set event reminders or make it recurring
- Invite guests via email & enable notifications

Tips: Use "Find a Time" to check attendee availability before scheduling a meeting.



Tip: Set multiple notifications (e.g., one day & 15 minutes before an event) for important meetings.

- Choose pop-ups or email alerts
- Sync tasks with Google Tasks
- Color-code events for clarity (e.g., ● Work, ● Personal, ● Deadlines)

Click "+ Create" → Reminder:

## Page 5: Setting Reminders & Notifications

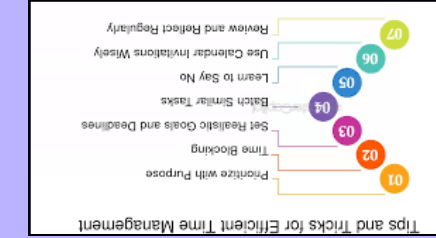


Tip: Set up "Working Hours" to let others know when you're available.

- Set permissions (view-only or edit access)
- Sync with Google Meet for virtual meetings
- Use for work, study groups, or team planning

## Page 6: Collaboration & Shared Calendars

Create a Shared Calendar: Click "+" under Other Calendars



Tip: Use appointment slots for office hours or client meetings.

- Use Multiple Calendars: Separate work & personal schedules
- Enable Offline Mode: Access your calendar without the internet
- Integrate with Apps: Sync with Trello, Notion, Slack, & Zoom

Time Blocking: Dedicate specific hours for focused work:

## Page 7: Pro Tips & Best Practices



Final Tip: Set "No Meeting Days" to focus on deep work!

- Manage notifications to avoid alert overload
- Use privacy settings for sensitive events
- Avoid over-scheduling – balance work & personal time

Limit personal details in shared calendars:

## Page 8: Privacy & Ethical Considerations