Considerations Page 8: Privacy & Ethical

Limit personal details in shared calendars:

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

ou qeeb work; Final Tip: Set "No Meeting Days" to focus

vents 04 03 **Z**0 10 Privacy Concerns and Ethical Considerations

Personal Events Work-related Events

📅 Page 4: Creating & Managing

Events

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

Set event reminders or make it

• Invite guests via email & enable

Tips: Use "Find a Time" to check attendee

availability before scheduling a meeting.

attachments

notifications

recurring

• Add title, location, description, and

























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or client meetings.

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Notion, Slack, & Zoom

& personal schedules

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Tip: Use appointment slots for office hours

Integrate with Apps: Sync with Trello,

Use Multiple Calendars: Separate work

Time Blocking: Dedicate specific hours for

Practices

Page 7: Pro Tips & Best

calendar without the internet

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🖿 Page 3: Getting Started 🚀

Access: Go to calendar.google.com or

• Sign In: Use your Google account

Tips: Customize your default view in

Day View - Daily agenda

Month View - Long-term planning

Week View - Weekly schedules & tasks

Agenda View - List of upcoming events

download the app

settings!

Explore Views:

know when you're available.

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Other Calendars

Tip: Set up "Working Hours" to let others

Use for work, study groups, or team

Sync with Google Meet for virtual

Set permissions (view-only or edit

Create a Shared Calendar: Click "+" under

Shared Calendars

👥 Page 6: Collaboration &



r a

master Google Calendar!

Whether you're a student, professional, or entrepreneur, this guide will help you

- **Trello & Notion**
- Stay organized & manage time efficiently

Google Calendar helps you:

Mastering Google

Calendar for

Productivity & Time

Management

5

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important meetings.

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Importance of Reminders

Types of Reminders

Setting Reminders and Notifications

day & 15 minutes before an event) for

ip: Set multiple notifications (e.g., one

Work, 🛑 Personal, 🛑 Deadlines)

Sync tasks with Google Tasks

Click "+ Create" → Reminder:

Choose pop-ups or email alerts

Color-code events for clarity (e.g.,

& Notifications

🕂 Page 5: Setting Reminders

📌 Page 2: Why Use Google

Calendar?

- Set reminders & never miss deadlines
- Collaborate easily with shared

- calendars

- Integrate with productivity tools like