



## **BOOKING A MEETING**

It might be helpful to look at the other person's calendar before trying to book a meeting with them. You will then be able to see their availability and help speed up the process.

## **DOUBLE BOOKING**

If someone already has a meeting in their calendar, don't add another meeting for the same time as they won't be able to attend both meetings.

## **MEETING LENGTH**

Only book the meeting for how long you think it will take for that task. For example, you shouldn't book a meeting for 3 hours if it will only take 30 minutes.

## **DID THEY ACCEPT?**

A few days before the meeting, it might be helpful to check everyone accepted your calendar invite. If they didn't, you might like to contact them to confirm the meeting arrangements.

## **TIME MANAGEMENT**

Use your online calendar to structure and manage your time. You can use it to show others where you might be working, your working hours and if you have any holiday or leave planned.