			Monday	Tuesday	Wednesday	Thursday	Friday
_	Clear All Categories	1 I	29	30	31	Feb 1	2
	Brave/ministry	Mount 7 AM					Groundhog Day; United States
	Condo	8 AM	Swim Green Mountain Recreation Center (13198 W Green	Workout Green Mountain Recreation Center (13198 W Green	Swim Green Mountain Recreation Center (13198 W Green	Workout Green Mountain Recreation Center (13198 W Green	
	Distributors/supplier	9 AM	Center (15156 W Green			Center (13150 W Green	
	Family	10 AM 11 AM		Microsoft Datacenter Tour: Vi	Distribution Leader Panel: Pri	Apple Store Apple Cherry Creek (3000 E 1st)	Bob & Art's Zoom Meeting https://us02web.zoom.us/j/83 Art Waskey
	Holiday	12 PM	Hair cut; Fantastic Sams Cut &				Jeff & Maggie, Session 2; Pa
	ISD	1 PM	Tera & Art's Goals with a Purp			Jacob, Taylor & Art's Zoom M	
	Ministry	2 PM			Ken & Art's Zoom Meeting; ht	Safelite Glass 13107 W Iliff Dr (13107 W Iliff	Bob and Art's Zoom Meetin https://us02web.zoom.us/j/89
	Other	3 PM		Exchange Life Adv. Training Virtual		Dr, Lakewood, Colorado)	nups//usozweb.zoom.us/j/890
	personal	4 PM 5 PM		V II XUUI			Battle Ready 2024 BRAVE Church (3651 S Colorado Blvd, Englewood, CC
	FBC	6 PM	Michael's Bible Study	Brave Internship			80113)
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	Set Quick Click	8 PM					
	Set Garek elleka	9 PM					

# **Create an Effective Calendar System**



Art Waskey is a national speaker who delivers with power. With his 50 years including senior executive business management, he consults with business owners, leading them in growing revenue at accelerated rates. Art is an author of multiple books on sales and writes weekly and monthly columns, The Art of Sales. He shares these insights as in-demand virtual events and conference speaker as well as leadership consultant. Check out his Posts on LinkedIn or the website. For services, contact Art at 720-341-9405. artwaskey@ispeakd. com, www.impactspeakingdynamics.com.

## The digital calendar

As we move from paper to digital copy, the value of creating an effective system for information management is vital. I recommend keeping track of your schedule with a digital calendar as it minimizes time spent scheduling rescheduling meetings. or When properly used, a digital calendar serves as a planner, confirmed appointment implementer, and history tracker. Whether you use iCalendar, Google Calendar, or Outlook Calendar, their functionality is the same.

### **Automated appointments**

Prior to digitalization, the paper monthly calendar/planner that most executives used was cumbersome. Only major meetings were posted. Many phone calls had to be made to make changes. Appointments were often forgotten or missed. In the last decade, the internet of things (IoT) has radically changed the functionality of a planner. **Today, setting appointments can be automated.** For example, when an executive completes a meeting, she/he can set the next meeting date and send a confirming email via a digital calendar app. The future appointment, known as a marker, will appear on all party's calendars.

### Secrets to success

As a senior vice president, I required my direct reports to share their digital monthly calendars with me. We found that while appointments might move with changes in schedules, they were seldom deleted.

# The secret to a successful digital calendar is two-fold.

1. Develop a consistent habit of setting appointments when interacting with others. Make it a habit to always set your next meeting before your current session ends. This ensures your business momentum continues.

2. Be sure to set aside time to work on your projects. Your appointments will not be productive if you are not prepared



## Create an Effective Calendar System

It is important to allocate time in your calendar to address your projects and proposals.

### **Prioritize**

With digital calendars, you are also able to note priorities. Digital calendar applications allow you to identify the importance of a meeting by a color code. This is accomplished by using the "categorize" bar. It has a list of color codes for types of major activity groups. When setting appointments you click on the appropriate category. The color designation makes it possible to differentiate the importance of meetings.

One of my clients, a president of a distribution company, complained that his calendar was too busy. He found himself missing urgent meetings when other less important appointments ran over their allotted time. When he introduced color coding, he found it much easier to recognize key meetings. He was able to excuse himself from less critical appointments

when needed. He also found he became more efficient in planning future meetings.

Priorities are not necessarily directly related to the office. I believe that taking care of your health is critical to success, so I mark my personal workouts as a high priority. Before color coding, I found myself often skipping them.

### The effective calendar

Remember, without an appointment on your calendar, there is no meeting. Be sure to utilize all the applications a digital calendar has to offer to manage your days and weeks. An effective calendar system is the underpinning of a well-managed business.

#### KEY TAKEAWAYS 5

- 1. An effective calendar system is the underpinning of a well-managed business.
- Digital calendar applications allow you to automate appointment settings.
- 3. Develop a consistent habit of setting appointments when interacting with others.
- 4. Be sure to set aside time in your calendar to work on projects.
- 5. Digital calendar applications allow you to prioritize meetings.