

CONTROL YOUR CALENDAR



Contact as organizer that sends us a meeting that **doesn't have an agenda** or promise for one



Change your time zone settings to reflect the hours you can accept meetings



Send delegates to a meeting or ask for coverage if you're over-loaded - it's okay to ask for help!



Turn on auto accept *if* it saves you time by reducing the amount of email to process



Make it easy for others to book us

- › **Share your calendars** (use the private setting for personal appointments)
- › **Schedule PTO in your calendar** as OOO (Out Of Office) as soon as possible
- › **Invite your team to your PTO** under a separate meeting utilizing the 'free' option