

# Effective Calendar Use

## Less effective

TIME	APPOINTMENT	
8.00	Meeting	
9.00	Monthly Review Meeting	
10.00	Possible meeting with Jim - waiting for him to confirm	If not, call Jane and see her
11.00	Conference call (Mark) deferred from last week	
12.00	<b>LUNCH</b>	
1.00	Meeting with vendor/pop in and see Bob	
2.00	Vendor meeting	
3.00	3.00 – 3.30 1:1 Sarah	
	3.30 – 5.00 Project Meeting	
4.00		
5.00	Salary Reviews	
<b>Tasks</b>		
<ul style="list-style-type: none"> <li>• Begin planning for Project A</li> <li>• Emails re budget to Carol/Tom</li> <li>• Do first draft of Business Plan</li> <li>• Arrange meeting Tuesday 15th with Matt ✓</li> <li>• Must Do Reading</li> <li>• 10th call Rani</li> <li>• Book Theatre ✓</li> <li>• Call Bank ✓</li> </ul>		

## More effective

TIME	APPOINTMENT
8.00	8.00 – 8.30 Process Inbox/In Tray
	8.30 – 10.00 Project Restructure Meeting
9.00	
10.00	
11.00	11.00 – 12.00 annual review preparation
12.00	12.00 – 1.00 Annual Review for Mary J
1.00	<b>LUNCH</b>
2.00	2.00 – 3.00 Meeting with Team regarding change to accounting procedures
3.00	3.00 – 3.30 Follow-up from Team meeting
4.00	
5.00	5.00 – 5.15 Process inbox/in tray
<b>Tasks</b>	
<ul style="list-style-type: none"> <li>• Phone Sue re stats (Do Later)</li> <li>• Emails re budget to Carol/Tom ✓</li> <li>• Phone Sam re report</li> <li>• Arrange meeting Tuesday 15th with Matt (phone 02-62902622) ✓</li> <li>• Book Theatre ✓</li> <li>• Chase RH (Waiting on Others) ✓</li> </ul>	

**Use your calendar to reflect the needs of your work**  
**Be proactive – make sure your Big Rocks go into it first**  
**Be very realistic about what you can get done on a daily basis**  
**Be prepared to reassess as appropriate**

**Create the conditions to allow you to work best**

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