



# Calendar Cleanup Week

**Want to jump start the new year with a fresh calendar slate? Join Clockwise for a week-long challenge to simplify your schedule and reclaim your workday.**

January 27-30, 2025



# A clean [calendar] slate

Time is a company's greatest shared resource. But it's finite. We simply cannot create more of it in an 8-hour workday.

And yet day after day we hear...

*I don't have time.*

*I have too many meetings.*

*I'm just too busy.*

Busy-ness is no good for business. So what better way to start a new year with a clean slate?

**Calendar Cleanup Week** delivers four days' worth of quick checklists and tips, brought to you by seasoned experts, to get your calendar in tip-top shape for the new year.

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Day 1

# How to craft a personal meeting strategy that supports a thriving, collaborative work environment



Presented by

**Brian Elliott**

[!\[\]\(74d4806277d7e73349d8e8c0897931e9\_img.jpg\) Work Forward](#)

Brian is the CEO of Work Forward, a leadership advisor, best selling author, and future of work expert who provides leadership advice rooted in research and 25 years leading and building teams.

# **(Re)setting calendar habits**

A work calendar is more than just a tool—it's a snapshot of how an employee thinks about time. As the backbone of meeting culture, calendars can tell us a lot about an organization's approach to productivity. Managed poorly, overly busy schedules lead to burnout, misalignment, and wasted time. Done well, they improve productivity and connection, and create flow and focus.

Today I'll share tips for establishing meeting strategies to maximize productivity for yourself, and your team.

Let's dig in!

## Step 1: Build your calendar user manual

Making your calendar more productive and collaborative starts by looking internally. Step one is all about defining your personal calendar preferences. Without even opening your calendar, ask yourself:

- Generally, what do I need to accomplish on a weekly basis?
- What combination of meetings and focus time do I need to achieve those goals?
- How do I prefer to collaborate with others?

Then create a personal calendar user manual to capture your meeting and collaboration preferences. This doesn't have to take more than five minutes or be too formal. Your goal is to capture the preferences and non-negotiables that you have in your head but haven't necessarily documented for others.

### Example Calendar User Manual

#### **[Name]'s calendar user manual**

*aka tips for collaborating with me*

- Title/role, team
  - I collaborate most with (X teams, prospects, customers, etc.)
- My time zone is X and my working hours are generally X-X
- I need X hours a day of focus time to be effective in my job
- I prefer to collaborate (live, async), and (written / video / verbal) communication
- When it comes to meetings:
  - I prefer to meet (in the morning, midday, toward the end of my workday)
  - I am / am not a fan of back to back meetings
  - I'm typically not available at X ([optional] for Y reason)
- You can book time with me here [insert scheduling link]
- Process for conflict resolution
  - *Share guidance on how to handle double-bookings, overlapping priorities, or scheduling adjustments*
- You should also know...
  - *Insert any other unstated preferences about how you manage your time, like:*
  - If you book a meeting over my lunch, I will always decline
  - I will / won't be responsive during focus time blocks
  - It's best if you give me at least X hours of notice before a meeting
  - I'm offline on Fridays

## Step 2: Match your calendar to your user manual

Now let's go to your calendar and carve out the space you need in your schedule to align with your availability and preferences.

Protecting the time you need for deep work and personal commitments is critical for productivity – but if it's not on the calendar, it probably won't happen.

The key to the most productive workday is finding the right balance between necessary collaboration and deep work so that everyone on the team can accomplish their goals.

### For individuals →

With your calendar user manual as a guide, follow these steps:

1. Set a goal for focus time. Based on your priorities and deadlines, estimate how much time you need each week for deep work.
2. Schedule recurring blocks for deep work on your calendar throughout the week. If you're not sure where to start, a minimum of four two-hour blocks is a good rule of thumb to give you enough time to get in the zone.
3. Block your unavailability. Lunch time? Daily school drop off? Afternoon workout class? Put any recurring activities on your calendar to avoid double-bookings and conflicts.

### Pro tip:

For even better results, refresh this process at least once a week. Start your Monday by setting your top 3 goals for the week, estimating what they require, and setting specific time blocks for deep work. Re-assess at least once in the middle of the week.



## Step 2: Match your calendar to your user manual

### For managers →

One of the best ways to maximize productivity across an entire team is to align on meeting-free vs. collaboration zones as part of your [team norms](#).

Here are some tips for setting teams up for success:

#### Designate no-meeting times.

- Default to no internal meetings on Fridays to encourage wrap-up and prep for the next week, or choose another day during the week to reduce interruptions.
- Consider an entire no-meeting week once per quarter for even more impact; use the time not just to do deep work but to reassess your meetings for effectiveness.

#### Encourage flexible scheduling.

Preserving space for focus on the calendar (but not necessarily the specific time), ensures time for deep work is accounted for even as meeting schedules and priorities change. Plus, once deep work blocks earn an actual space on the calendar, they become more visible and non-negotiable.

#### Create team-wide collaboration blocks.

- Consider everyone's working hours and time zones to ensure overlapping availability is reserved for meetings and group collaboration, for example 10am-2pm PST.
- Defend your team's collaboration hours from encroachment by other teams. Explaining what you're doing helps other teams also make improvements.

#### Practice what you preach.

While your priorities likely aren't the same as your team's, your own calendar should embody the preferences, boundaries, and rest periods you need to be successful. Leading by example gives your team confidence to follow suit.

## Step 3: Share your calendar user manual & team agreements

Taking the guesswork out of how to collaborate with you can save your teammates a lot of time.

As an individual, it may feel uncomfortable but sharing your personal calendar preferences and strategies with the people you work with most closely fosters a culture of open communication around how everyone manages their time.

If you're the manager, going first helps foster engagement and sets the tone – and allows you to establish better working habits for everyone on your team. Share your calendar user manual – either async, or during your next team meeting – and then discuss together how you'll integrate everyone's preferences into your team practices.

### Things you might consider doing next:

- Create a shared team calendar to make important deadlines and milestones more visible
- Set up an automated Slack channel for team availability or sync your Slack status to your calendar to add context for out-of-office or focused work
- Standardize color-coded categories for different types of event categories so anyone can identify meetings vs. focus time vs. personal commitment at a glance
- Define core working hours based on team time zones to support effective collaboration

## Manager bonus! Step 4: Define asynchronous workflows

Contrary to popular belief, collaboration doesn't just happen in meetings.

As you audit calendars later in the week, you'll likely be removing meetings from your schedule; don't equate that with decreasing opportunities for collaboration. Asynchronous work keeps momentum moving forward.

Put the right practices in place to support the transition to async without sacrificing progress. Explicitly documenting your team's practices and the tools you lean on will reduce ambiguity and maximize your productivity.

### Strategies for asynchronous success:

#### Always designate a single source of truth

While you might use Google Docs for one project and Notion for another – make sure there's a clear understanding of where to document decisions, updates, and workflows.

#### Standardize communication

Determine how your team should structure and deliver updates via tools like Slack threads, Loom videos, or written summaries.

#### Designate response times

Set guidelines for when team members are expected to reply, reducing urgency and burnout.

### Pro tip:

Conduct quarterly "tool reviews" to ensure your team's tech stack is still meeting everyone's needs.

# (Re)setting calendar habits

## Checklist Quick Hits

- 
- Create your personal calendar user manual

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  - Align your calendar with your user manual

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  - Foster transparency team-wide through sharing user manuals and team norms

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  - Define async workflows for better collaboration

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## Clockwise to-dos

*Already a Clockwise user? Check out these product features and preferences to help you set calendar boundaries and maximize productivity*

- Revisit Focus Time goals and flexibility settings to automate and protect dedicated productivity blocks
- Set your calendar preferences for lunch and meeting breaks, and create holds for other recurring priorities (i.e. daily school pick up)
- Ensure your Clockwise working hours and meeting hours reflect your availability
- Create custom meeting links to fit your most common scheduling needs
- [Managers] Set a no meeting day for your team

Day 2

# How to get your one-on-ones in tip-top shape



Presented by

**Lorraine K. Lee**



Lorraine is a keynote speaker, instructor for LinkedIn Learning and Stanford CSP, and the author of *Unforgettable Presence: Get Seen, Gain Influence, and Catapult Your Career*. She was also a founding editor at LinkedIn and Prezi.

# Fixing 1:1 meetings

1:1 meetings are the cornerstone of effective communication, and an important way to manage up and impress your boss.

Yet too often 1:1s fall into unproductive patterns.

Today, I'll help you rethink your 1:1s with actionable tips and simple tools for more effective meetings.

## A note before we jump in

### → If you're reading this as a manager...

The way you present yourself in 1:1s matters. While your primary goal is to support and unblock your team, don't forget every 1:1 gives you a chance to:

- Prioritize authenticity and build trust. 1:1s are not meant to be a laundry list of to-dos to talk through, but a chance to connect with your team.
- Follow the 4 Cs for communication:
  - Clear
  - Concise
  - Consistent
  - Constructive
- Listen. Do less talking and provide space for your team to share.

### → If you're reading this as an IC...

Don't be afraid to take initiative on the steps below. You don't have to wait for your manager to decide they want to make a change to your meetings. Every meeting is a chance to build your presence and to be proactive with your career.

- Prep for your next 1:1 by reviewing the steps below and add this topic to the agenda
- During your meeting, express your needs and offer solutions
- Discuss together and collaborate on an action plan

## Step 1: Evaluate the rhythm of your 1:1s

Unpopular opinion: not every 1:1 needs to happen every week. A few ground rules can help you decide who deserves your time, and on what cadence:

### **1:1s with new reports should happen daily.**

New teammates often need more support. Daily check-ins don't have to be long, but they ensure questions get answered quickly and provide space to establish trust in your relationship from the get go.

### **Direct reports default to weekly.**

A weekly check-in is usually best to maintain alignment and support.

The exception? Not every report needs a live conversation. Push tactical convos to every other week if it can be covered async.

### **Non-direct reports need to be handled on a case-by-case basis.**

This is a bit nuanced – these could be meetings with your peers, cross-functional partners, or external contacts.

Often, these 1:1s can be scheduled ad hoc, but meeting each month is a good rule of thumb to connect with key stakeholders, build a relationship, and hear what's top of mind. These meetings will become increasingly important the higher up you move in an organization for building influence and socializing your team's work.

The exception? Skip-level meetings—which are essential to growth and connection. Since these conversations between an employee and their manager's manager are less focused on tactics and more on big picture opportunities, a quarterly cadence is good here.



## Step 2: Consider deleting a 1:1 altogether

Another unpopular opinion: not every 1:1 needs to actually be a 1:1.

Here are some questions to help you decide if a meeting is worth maintaining in its current form:

**Is this 1:1 truly serving only the attendees?**

**Could the discussion be handled asynchronously instead?**

If you're only discussing tactical updates or task reviews, consider other async formats to maintain progress.

**Is it possible & beneficial to consolidate multiple 1:1s into a single meeting?**

Let's say you have 1:1s with a direct report, another with a peer, and another with a cross-functional counterpart – and all those people rely on you to relay similar information. A small group meeting might be a better use of time than three individual 1:1s. Save time and accelerate progress by encouraging more team collaboration.

### **Pro tip:**

Create a dedicated Slack channel for ongoing projects and include anyone who needs to be updated – and make it an actual channel vs. a DM (it's for new additions to track previous messages and add more people in later if needed). This keeps everyone in the loop asynchronously between meetings.

## Step 3: Figure out how long you really need

Do your 1:1s tend to run long, or do you feel pressure to fill whatever time you have booked? Default meeting lengths do not apply.

If you have access to analytics for whatever video conferencing tool you use, it can be interesting to look at how long your 1:1s last on average. When a 30-min meeting feels too quick, but an hour is definitely not necessary, proactively book 45 mins so the space is reserved on your schedules.

## Step 4: Choose the right format

Your format should match the nature of your agenda. And don't forget to consider tools – there are tons of great options to maximize productivity and connection with remote teammates.

### Casual catch ups

A walking meeting, phone call, or video-off chat gives everyone a break from Zoom fatigue.

### Task & project reviews

Video is best when you need to screen share documents or review information in real time.

### Brainstorming

A live session (video or in-person) or FigJam is great for collaborative exercises with visual components. Or get out in nature to find a fresh perspective.

### Sensitive conversations

Face-to-face is essential when the topic is difficult or emotional. Think: important expectations setting, performance reviews, or changes to the team.

## Step 5: Schedule at the right time

Not everyone is a morning person. Timing matters. When putting a 1:1 on the calendar, consider the schedules of both people.

Here are some talking points to help you learn meeting preferences:

- Do you prefer to have 1:1s earlier in the week to set priorities, or later in the week once you've gotten some things checked off your to do list?
- What time of day do you prefer to have meetings?
- When do you do your best creative work?
- Are there time zone differences that make certain windows more feasible for live convos?
- Do we prefer a meeting at the same time, or do we have flexibility?

### Pro tip:

Once you've established preferences, streamline scheduling by enabling "Modify Event" for guests. This allows any attendee to update the meeting invite and agenda directly, which will cut down on the ad hoc rescheduling back and forth.

## Step 6: Create a template to document your convos, together

Okay, your 1:1s are officially on the calendar - hooray! What's the secret to shared success for these meetings going forward? Shared notes. If you don't already have a collaborative document where each attendee can capture agenda items and notes, create one together.

This collaborative document just doesn't help keep you on track. It's a helpful resource for you to:

- Reference back during annual reviews
- Evaluate the format of your 1:1 and potentially cut down on your live meeting time by having an outlet to comment and address certain topics async
- Provide an important source of truth for your manager if you're ever OOO and they need to find a document or information about a project you're working on

### Pro tip:

Invite an AI notetaker like [Fellow](#) to your meetings to automatically summarize the discussion. It's a great way to ensure you both can focus on the live conversation rather than taking notes.

Sign up for Fellow today to get 90 days of unlimited AI, for free

Sign up →

Check out these templates to get you started:

### For manager < > direct report 1:1s

<p>[Date] Agenda</p>	<p><b>How are you feeling?</b> <i>Green/Yellow/Red</i></p> <p><b>Wins</b> <i>Sharing your wins and your team's wins during these meetings is a great way to make your work known and advocate for yourself. It also helps your manager pass along this info to their manager (a win-win!).</i></p> <p><b>This week's priorities &amp; challenges</b> <i>What primary tasks do you need to focus on this week? Where do you need support, where are you blocked?</i></p> <p><b>Career Discussion</b> <i>(outlined ahead of the call):</i> <i>Let's check in on the goals you're working towards. What general career topics do you want to discuss?</i></p> <p><b>Notes &amp; action items:</b> <i>(fill out live together)</i></p> <ul style="list-style-type: none"> <li>- X</li> <li>- X</li> <li>- X</li> </ul>
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### For peer & cross-functional partner 1:1s

<p>[Date] Agenda</p>	<p><b>Progress &amp; priorities:</b> <i>Quick summary on what's happened since last check-in and primary tasks you're focused on next</i></p> <p><b>Deep dive topics</b> <i>(outlined ahead of the call):</i> <i>How can we help each other / brainstorm? Where do you each need support, where are you blocked?</i></p> <p><b>Notes &amp; action items:</b> <i>(fill out live together)</i></p> <ul style="list-style-type: none"> <li>- X</li> <li>- X</li> <li>- X</li> </ul>
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# Evaluating 1:1s

## Checklist Quick Hits

- 
- Review frequency of 1:1s

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  - Consider small group meetings when necessary

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  - Determine the right length & format

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  - Schedule at the best time

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  - Prep for the meeting, then document your convos

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## Clockwise to-dos

*Already a Clockwise user? Check out these product features and preferences to help you maximize impact of your 1:1s*

- Set your 1:1s to flexible so they happen at the best time for both attendees, based on the preferences they've set
- Ensure your Clockwise working hours and meeting hours reflect your and your team's preferred time zone and availability

Day 3

# How to audit and automate your meetings for a better, more productive schedule



Presented by

**Manuela Bárcenas**  
**FELLOW**

Manuela is the Head of Marketing at [Fellow](#), the most secure AI meeting assistant and note-taking tool for remote and hybrid teams.

# Auditing recurring meetings

Recurring meetings usually go one of two ways: they're either the best use of time or the absolute biggest time wasters.

According to Fellow's State of Meetings Report, US workers spend at least 20% of their week in meetings, and that rises to 35% for senior leaders. That's a lot of time, yet to make teams more productive, it's important to address not just the meetings themselves, but what happens before and after those meetings.

Today I'll guide you through eliminating meetings and implementing strategies to make the meetings you keep more impactful.



## Step 1: Identify your must-have meetings

Meeting overload is detrimental to both morale and productivity, and can lead to burnout. Start by auditing the recurring events on your calendar to identify volume and inefficiencies.

Questions to ask:

- Does every meeting have a clear purpose?
- Do you have duplicative meetings?
- Are decisions being made during the meeting, or are they just status updates?
- Can the meeting's goal be accomplished through email, shared documents, or other asynchronous tools? Are you attending meetings where your presence isn't critical?
- Is everyone in the meeting actively contributing, or could their role be optional?
- Could the meeting frequency be reduced (e.g., from weekly to biweekly)?
- Is the meeting resulting in tangible value or progress toward goals?
- Do you or others leave the meeting feeling informed and empowered, or drained and unclear?

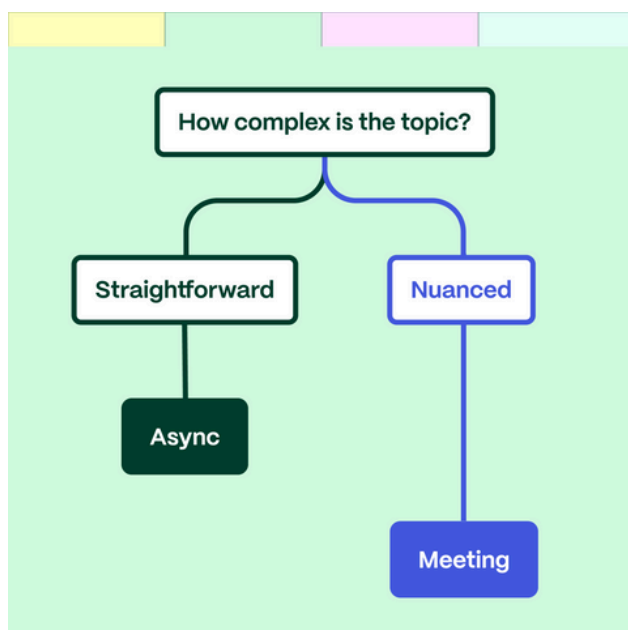
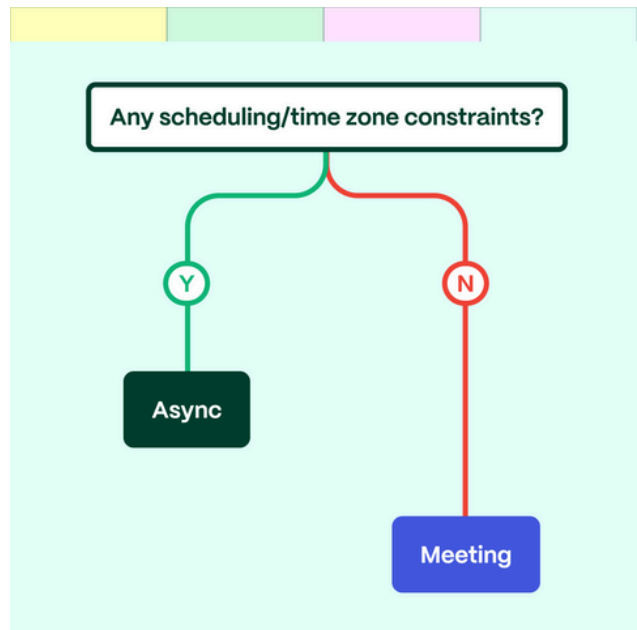
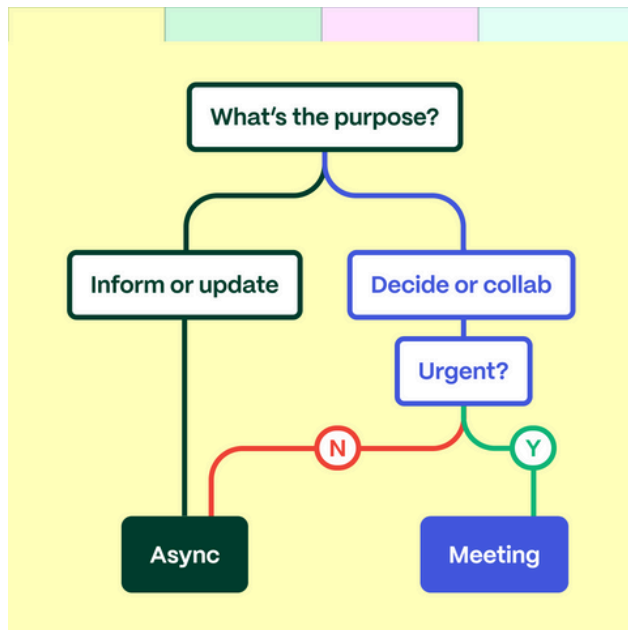
As long as you're intentional, fewer meetings can actually result in better, more focused collaboration. Based on your discoveries, remove or decline the meetings that aren't serving you to ensure the ones that remain on your schedule are a productive use of time.

### Pro tip:

If you shift an existing meeting to asynchronous, provide clear direction for structure moving forward (e.g., "Share updates in this Slack channel every week by EOD Friday").

# Step 1: Identify your must-have meetings

Following a simple decision-making framework can help you decide when a meeting is necessary versus when to take it async:



## Step 2: Communicate your “rules of engagement” for each meeting

Once you know whether you need a meeting or an async update, making expectations clear and visible will ensure every attendee understands the goals and how they should participate, which contributes to the long-term success of a recurring event.

Here are my favorite rules of engagement for effective meetings:

### Use a meeting template

For recurring meetings, creating a standardized template that participants fill out before the meeting will save you a lot of time.

### Prep in advance

One of our mottos at Fellow is “No Agenda, No Attendee!” Share the agenda and relevant materials ahead of time so participants can contribute meaningfully.

### Start and end on time

Respect everyone’s schedule by keeping the meeting within its allocated time slot.

### Encourage equal participation

Foster an inclusive environment by empowering all attendees to share their input.

### Review and document outcomes

Wrap every meeting with a recap of decisions, next steps, and assigned responsibilities.

Make your rules of engagement more visible to all attendees by including them in your meeting invite description. Here an example of what that could look like:

**Agenda [updated for each event]:**

- *Headings and bullet points on the discussion items*
- *Source input from attendees*
- *Circulate ahead of the meeting*

**Meeting purpose:**

*A quick sentence on why this meeting occurs on a regular basis and what the intended outcome is for the conversation. This can be added in the calendar event description.*

**Required attendees:**

*Names of the decision makers and primary points of contact. These are people who should always plan to attend and participate in the conversation as their perspectives ensure forward progress.*

**Optional attendees:**

*Names of people who are invited to join and encouraged to participate based on the specific agenda. These people may not need to attend every meeting, and should be informed if there is a specific expectation for involvement ahead of an upcoming instance.*

**Relevant resources:**

*Link or attach any necessary documents, like project briefs, presentations, tickets, etc.*

## Step 3: Automate recurring meeting processes

Once you've determined a meeting warrants space on your calendar, automate repetitive tasks to save time and reduce friction.

There are innumerable ways to engage AI; here are some ideas:

### Leverage AI-generated pre-meeting briefs

Automated meeting prep cuts down on the time it takes to gather materials and ensures participants are aligned before the meeting begins. This is great for things like pulling together past decisions and identifying critical discussion topics for upcoming meetings.

### Invite an AI notetaker to your meetings

Tools like [Fellow](#) automatically summarize discussions and capture action items. This allows participants to be fully present in the discussion rather than note-taking, ensures no critical points are missed, and provides accurate records for future reference.

### Offload tedious scheduling to an AI assistant

Clockwise handles scheduling and resolves conflicts as they arise. Less time spent on coordinating meeting time zones across dispersed teams, searching availability, and navigating conflicts means communication can focus on progress instead of scheduling.

## Step 4: Revisit and refine regularly

Your meeting strategy should not be static—it needs to evolve as your team's priorities and dynamics change.

Here are some ways to encourage a culture of continuous improvement:

- Set regular reviews to reassess recurring meetings and adjust cadences or formats as needed.
- Collect feedback from your team on which meetings feel valuable and which don't, and share your own insights.
- Stay updated on new tools or practices to improve meeting workflows.

MARCH 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
X		TRAINING	
3	4	5 TRAINING SHOOTING	

### Pro tip:

Make recurring meetings auto-expire every 12 weeks. This will force you to re-evaluate if the meeting is necessary on a quarterly basis.

# Auditing meetings

## Checklist Quick Hits

- 
- Review your calendar & consolidate meetings

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  - Communicate “rules of engagement”

---

  - Leverage AI to automate intelligently

---

  - Refine regularly

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*Already a Clockwise or Fellow user? Take these product actions to optimize your meetings*

## Clockwise to-dos

- Mark meetings as flexible where possible
- Set guidelines for how you like meetings to move
- Determine preferences for scheduling meetings around Focus Time

## Fellow to-dos

- Set Fellow to join and take AI notes for all your recurring meetings
- Reserve a few minutes before every meeting to review your AI-generated pre-meeting brief
- Automatically send recaps and action items to all meeting attendees

*Want to try Fellow? Sign up today to get 90 days of unlimited AI, for free*

[Sign up →](#)

Day 4

# How to automate calendar management with Clockwise



Presented by

**Matt Martin**

 **clockwise**

Matt is CEO and co-founder at Clockwise, an AI-powered calendar assistant that helps busy people shortcut scheduling and achieve more in their workday.



# Automating and optimizing

Congrats on your efforts to clean up your calendar! It takes sustained, team-wide investment to get meetings under control, build better collaboration practices, and prioritize deep work – and we hope the last few days have you feeling assured that your 2025 calendar can be a true *partner in time*.

Of course, Calendar Cleanup Week wouldn't be complete unless we showed you how Clockwise can help you offload repetitive calendar management tasks, lessen the burden of scheduling, and facilitate better collaboration.

## Step 1: Revisit basic Clockwise preferences

Setting preferences in Clockwise is like sharing all your unsaid scheduling biases and priorities with a personal assistant. The more preferences you set, the better Clockwise can deliver on your expectations and respect your needs.

**Your first step is to head to the Ideal Day tab to:**

1. Ensure your Clockwise working hours and meeting hours reflect your preferred time zone and availability
2. Set a minimum goal for your weekly amount of Focus Time to automate and protect dedicated productivity blocks
3. Set your calendar preferences for meeting breaks and lunch
4. Connect your personal calendar and decide if you want to hold time for travel between meetings

## What's in your ideal day?

Clockwise moves the events you mark as flexible to help you have the best possible day that means to you. The more preferences you set, the more we can help! [Learn more](#)

**Focus Time**  
1:30pm

### Do you need Focus Time to get

How much Focus Time would you like?

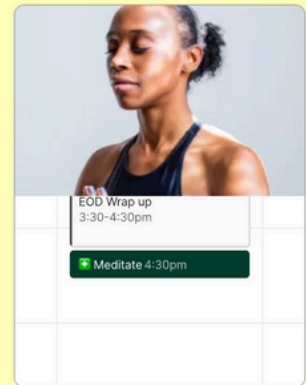
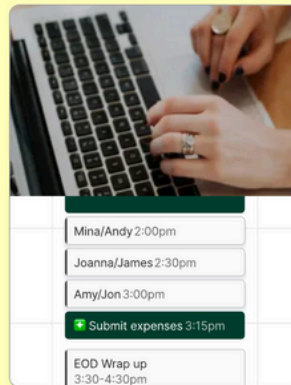
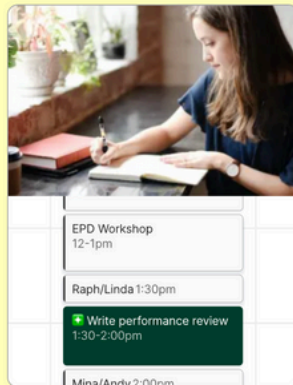
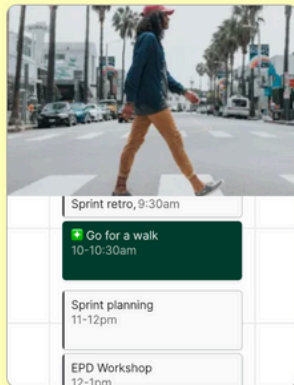
If there is a choice, I prefer to have Focus time

Show as "Busy"  Notify using Google calendar

## Step 1: Revisit basic Clockwise preferences

Then go to the calendar to make sure you're reserving space for recurring priorities. I like to set holds for things that are non-negotiables in my schedule – things like dropping off the kids and my end of day wrap up. Some of these are flexible and others are not (definitely can't be late for school).

### Examples of common flexible holds



## Step 2: Add some flexibility to your schedule

Some meetings have to happen at a specific time. Others just need to happen, but when doesn't matter as much. Things like weekly 1:1s, small team syncs, and recurring admin tasks often fall into this category.

By marking an event as flexible, you give Clockwise permission to adjust it to the most ideal time based on your preferences and everything else on your schedule. The result? Less context switching, less calendar conflicts, and more time for deep work.

**With Clockwise, you're in control of how your meetings move. Here's how:**

- Click on an event to turn flexibility on or off.
- Decide how flexible it is – like if you're okay with the meeting moving to another day during the week, or if you'd prefer more rigid parameters for the hours and days the event can move to.
- You can also set the flexibility of a new event when creating it in Clockwise Calendar.

The image shows a screenshot of the Clockwise calendar interface with three panels illustrating flexibility settings:

- Time range flexibility:** Three radio button options: "Within the week" (unselected), "Within the day" (selected), and "Within specific workdays" (unselected).
- Time of day flexibility:** A slider control with a sun icon and the word "Noon" above it. The slider is positioned at the right end. Below the slider, it says "Within attendees' meeting hours 9:00am - 1:00pm PST".
- Calendar view:** A vertical list of events: "Sprint retro, 9:30am", "Raph / Nikita 10-10:30am" (highlighted in dark green), "Sprint planning 11-12pm", "EPD Workshop 12-1pm", and "Raph/Linda 1:30pm".

## Step 3: Create custom meeting link templates

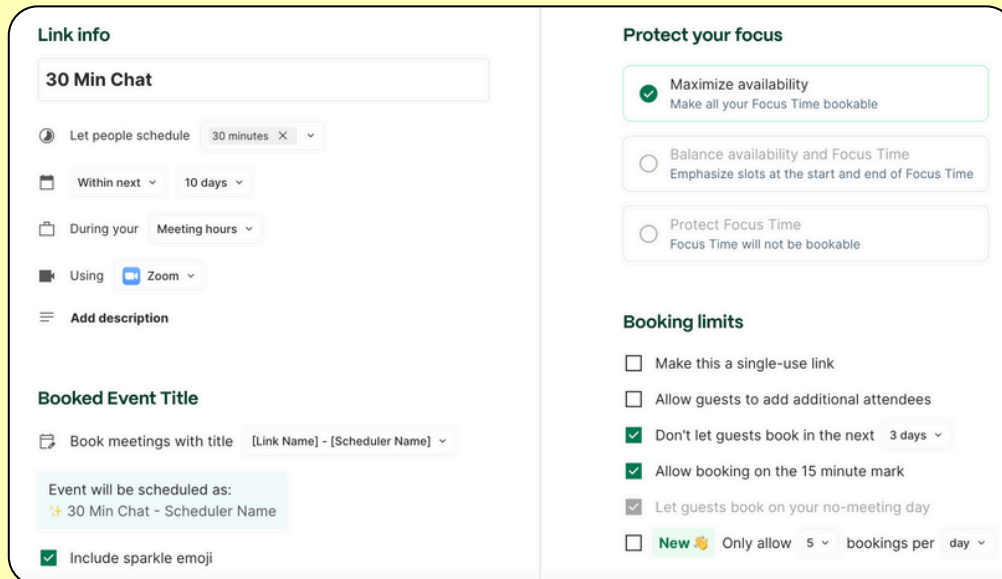
If you're someone who often books time with others, custom meeting links that fit your most common needs can streamline scheduling efforts.

### Here's how

In Clockwise, you can view your existing scheduling links or create a new one. In addition to standard settings like meeting duration and time frame, set preferences for how Clockwise should balance new meetings with your Focus Time, and choose to showcase "best" times to meet in your schedule.

I've found it useful to have a casual 30 minute intro template and a go-to scheduling link with our Head of Customer Success to share with customers.

## Scheduling link options



**Link info**

30 Min Chat

Let people schedule 30 minutes X

Within next 10 days

During your Meeting hours

Using Zoom

Add description

**Booked Event Title**

Book meetings with title [Link Name] - [Scheduler Name]

Event will be scheduled as:  
30 Min Chat - Scheduler Name

Include sparkle emoji

**Protect your focus**

Maximize availability  
Make all your Focus Time bookable

Balance availability and Focus Time  
Emphasize slots at the start and end of Focus Time

Protect Focus Time  
Focus Time will not be bookable

**Booking limits**

Make this a single-use link

Allow guests to add additional attendees

Don't let guests book in the next 3 days

Allow booking on the 15 minute mark

Let guests book on your no-meeting day

New Only allow 5 bookings per day

## Step 4: Sit back and relax!

The best part about Clockwise is the magic that happens behind the scenes.

Once you've taken the initial steps to set preferences and clean up your calendar, Clockwise works 24/7 as your calendar assistant to make sure you have time for your priorities and that meetings happen at the best time for you (plus everyone you're meeting with).

Clockwise automatically handles the messy job of rescheduling and resolving conflicts – and lets you know if you need to step in for direction.

# Automating with Clockwise

## Checklist Quick Hits

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- Confirm Clockwise preferences and basic calendar settings

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- Review flexible events and set guidelines for how they move

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- Create custom meeting link templates

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- Sit back and relax

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# Congrats on a clean calendar

During Calendar Cleanup Week, we set boundaries and sought balance and flexibility in our schedules.

Establishing healthy calendar habits lays the foundation for teams that value empathy alongside progress. Empathy starts with respecting time – your own and your teammates’.

**Everyone deserves a calendar that doesn’t suck.** When our schedules are better, our workdays are better, our outcomes are better.

If you’re ready for a calendar assistant to help boost collaboration, connection, and productivity, sign up for Clockwise at [getclockwise.com/welcome](https://getclockwise.com/welcome).