

# Google Calendar 25 Productivity Tips

*25 Tips better productivity with Google Calendar*



1. Use Google Calendar for time management: Google Calendar is a powerful tool for managing your time and staying organized. By using Google Calendar, you can keep track of all of your appointments, events, and deadlines in one central location.
2. Set reminders for events and appointments: Google Calendar allows you to set reminders for events and appointments, so you never forget important dates and times.
3. Create multiple calendars for different areas of your life: Google Calendar allows you to create multiple calendars for different areas of your life, such as work, personal, and

family. This helps you keep track of all of your appointments and events in an organized way.

4. Share calendars with others: Google Calendar allows you to share your calendars with others, making it easier to coordinate appointments and events with coworkers, friends, and family.
5. Use the Agenda view to see a list of your upcoming events: The Agenda view in Google Calendar allows you to see a list of all of your upcoming events, making it easier to plan your day and stay organized.
6. Use the Schedule view to see your availability: The Schedule view in Google Calendar allows you to see your availability for a specific day or week, making it easier to schedule appointments and events.
7. Use the Month view to see an overview of your month: The Month view in Google Calendar allows you to see an overview of your month, making it easier to see all of your appointments and events at a glance.
8. Use the Week view to see your schedule for the week: The Week view in Google Calendar allows you to see your schedule for the week, making it easier to plan your week and stay organized.
9. Use the Day view to see your schedule for the day: The Day view in Google Calendar allows you to see your schedule for the day, making it easier to plan your day and stay organized.
10. Use the To-Do List to keep track of your tasks: The To-Do List in Google Calendar allows you to keep track of your tasks and to-dos, making it easier to stay on top of your to-do list.
11. Use the Location feature to add the location of an event: The Location feature in Google Calendar allows you to add

- the location of an event, making it easier to find your way to appointments and events.
12. Use the Description feature to add additional information about an event: The Description feature in Google Calendar allows you to add additional information about an event, such as the agenda or attendees.
  13. Use the Repeat feature to repeat events: The Repeat feature in Google Calendar allows you to repeat events, such as weekly or monthly meetings.
  14. Use the Notifications feature to set reminders for events: The Notifications feature in Google Calendar allows you to set reminders for events, such as email reminders or pop-up reminders.
  15. Use the Invitation feature to invite others to events: The Invitation feature in Google Calendar allows you to invite others to events, making it easier to coordinate appointments and events with others.
  16. Use the RSVP feature to manage event responses: The RSVP feature in Google Calendar allows you to manage event responses, making it easier to track who is attending an event.
  17. Use the Attachments feature to attach files to events: The Attachments feature in Google Calendar allows you to attach files to events, such as agendas or presentations.
  18. Use the Color Coding feature to categorize events: The Color Coding feature in Google Calendar allows you to categorize events, such as work events or personal events, making it easier to see the types of events you have scheduled.
  19. Use the Quick Add feature to quickly add events: The Quick Add feature in Google Calendar allows you to quickly add events by typing in a short description, such as "Dentist appointment at 2pm".

20. Use the Mobile App to access your calendar on the go:  
The Google Calendar mobile app allows you to access your calendar on the go, making it easier to manage your schedule while you're away from your desk.
21. Use the Import feature to import events from other calendars: The Import feature in Google Calendar allows you to import events from other calendars, such as your work calendar or personal calendar.
22. Use the Export feature to export events to other calendars: The Export feature in Google Calendar allows you to export events to other calendars, such as your work calendar or personal calendar.
23. Use the Search feature to search for events: The Search feature in Google Calendar allows you to search for events, making it easier to find specific events in your calendar.
24. Use the Time Zone feature to keep track of multiple time zones: The Time Zone feature in Google Calendar allows you to keep track of multiple time zones, making it easier to coordinate appointments and events with people in different time zones.
25. Use the Google Assistant integration to add events using voice commands: The Google Assistant integration in Google Calendar allows you to add events using voice commands, making it easier to manage your calendar hands-free.