

Today < > January 29 - February 2, 2024 Work Week ▾

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	31	Feb 1	2
7 AM				Groundhog Day; United States
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)
9 AM				
10 AM		Microsoft Datacenter Tour: Vi	Distribution Leader Panel: Pri	
11 AM			Apple Store Apple Cherry Creek (3000 E 1st)	Bob & Art's Zoom Meeting <a href="https://us02web.zoom.us/j/832C">https://us02web.zoom.us/j/832C</a> Art Waskey
12 PM	Hair cut: Fantastic Sams Cut &			Jeff & Maggie, Session 2; Pan
1 PM	Tera & Art's Goals with a Purp		Jacob, Taylor & Art's Zoom M	
2 PM		Ken & Art's Zoom Meeting: ht	Safelite Glass 13107 W Iliff Dr (13107 W Iliff Dr, Lakewood, Colorado)	Bob and Art's Zoom Meeting <a href="https://us02web.zoom.us/j/8984">https://us02web.zoom.us/j/8984</a>
3 PM		Exchange Life Adv. Training Virtual		
4 PM				Battle Ready 2024 BRAVE Church (3651 S Colorado Blvd, Englewood, CO 80113)
5 PM				
6 PM	Michael's Bible Study BRAVE Church (3651 S Coloradc	Brave Internship Brave Global (23 Inverness Way E, Englewood, CO 80112)	Brave Cadre 13107 W Iliff Dr (13107 W Iliff D	
7 PM				
8 PM				
9 PM				

## Create an Effective Calendar System



### Art Waskey

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](mailto:artwaskey@ispeakd.com), [www.impact-speakingdynamics.com](http://www.impact-speakingdynamics.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 or rescheduling meetings. 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

