



# Automate Your Schedule

How to Start Automating Your  
Schedule to Boost Productivity



# Before You Begin



## Follow Along!

Access the full tutorial on the Smack Happy Design blog.

## Calendly Tutorial

7:30 - daily prep	7:30 - daily prep	7:30 - daily prep	7:30 - daily prep	7:30 - daily prep
8:30 - 10 Weekly planning	9 - 11 121s	9 - 11 PM / emails / follow ups	9 - 12p Intro Mt	9 - 12p Kick-off
10 - 11 PM Checkin		10 - SHD M	9 - 10 Send invoice	9 - 10 Start on WPE Blog Pl
11:30 - Emails				9:30 - budget...
12p - 1p lunch / dogs	12p - 1p lunch / dogs	12p - 1p lunch / dogs	12p - 1p lunch / dogs	10 - 11 PM Checkin
1p - 4:30p admin / internal work	1p - 3p Intro Mtg	1p - 3p Kick-off Mtg	1p - 2:30p Intro Mtg	10:30 - 12p PM / emails
4:30p - 6p PM / emails / T2	4:30p - 6p PM / emails / T2	4:30p - 6p PM / emails / T2	4:30p - 6p PM / emails / T2	11 - update
			5p - Crm fol	



# Create an Ongoing Calendar

Start with a *base layer ongoing calendar*.

Subscribe to calendar

Create new calendar

Browse calendars of interest

From URL

Import



7:30 - daily prep	7:30 - daily prep	7:30 - daily prep	7:30 - daily prep	7:30 - daily prep
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		1p - 2:30p Kick-off Meeting	1p - 3p 121s	11 - update
4:30p - 6p PM / emails / T2	4:30p - 6p PM / emails / T2	4:30p - 6p PM / emails / T2	4:30p - 6p PM / emails / T2	12p - 1p lunch / dogs
			5p - Crm fol	1p - 4:30p mine / billable
				4:30p - 6p PM / emails / T2



## Step 1

Block off specific chunks of time, or time buckets, on your calendar for these weekly recurring activities in a specific color (like blue).

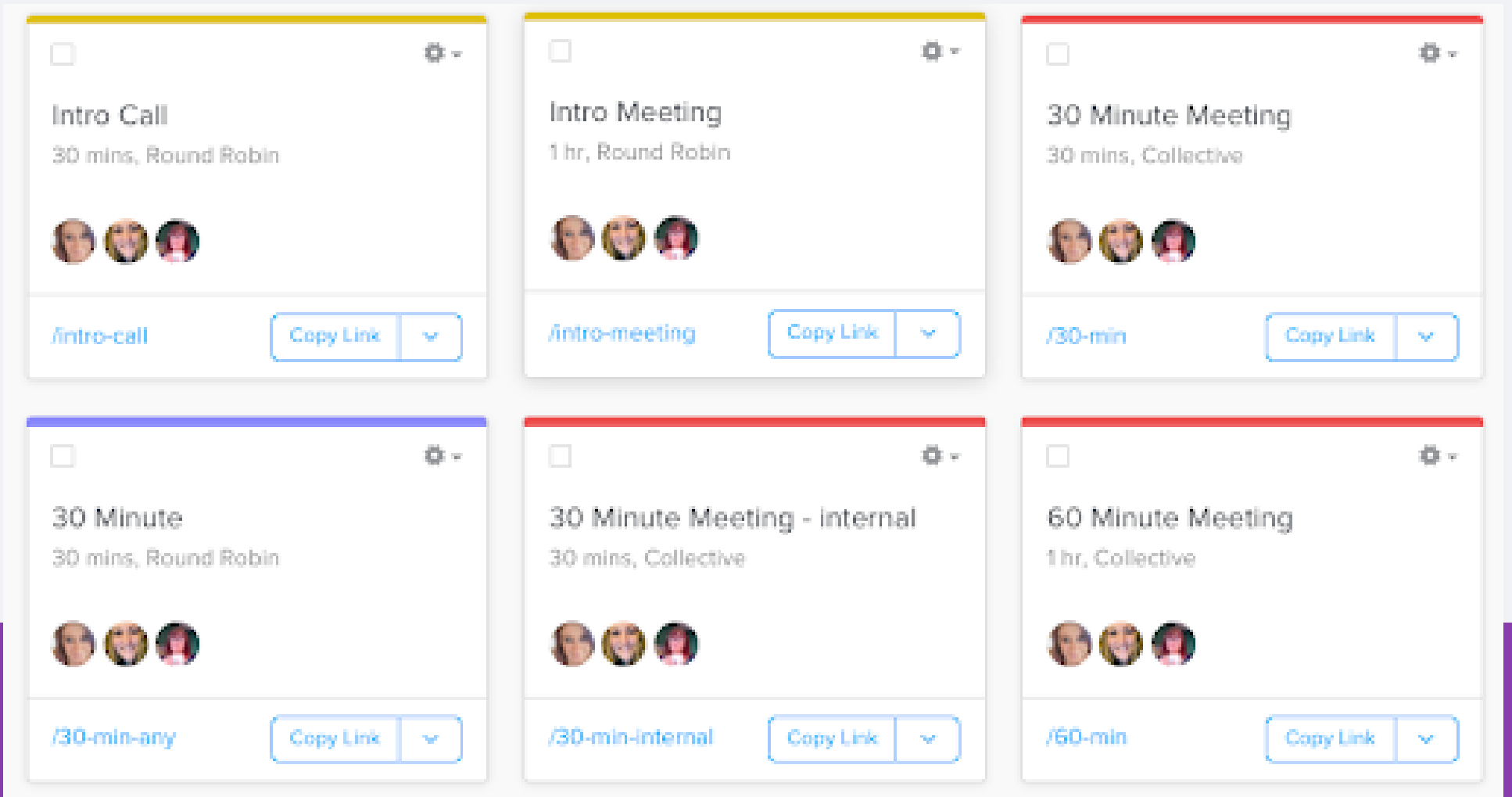
# Create Meeting Types in Calendly

Create ongoing tasks in your calendar with the allotted times that you've already blocked off for them.

For example...



# Color Coding!



## Stay Organized

If you want prospective client meetings to occur on Tuesdays, Wednesdays, and Thursdays, you should block off that time in your (base layer) Google calendar first. Color coding your calendar can also help to keep everything organized, especially if you're a visual person. Meetings can be blue and personal items can be purple or green or teal or whatever color you choose.



# Step 2

## Connect Your Calendar(s) to Calendly!

After you've finished customizing your various meeting types, connect your calendars to Calendly. It's important to note that if you are connecting more than one calendar, you'll have to upgrade to a paid plan in Calendly.

### Create a new calendar

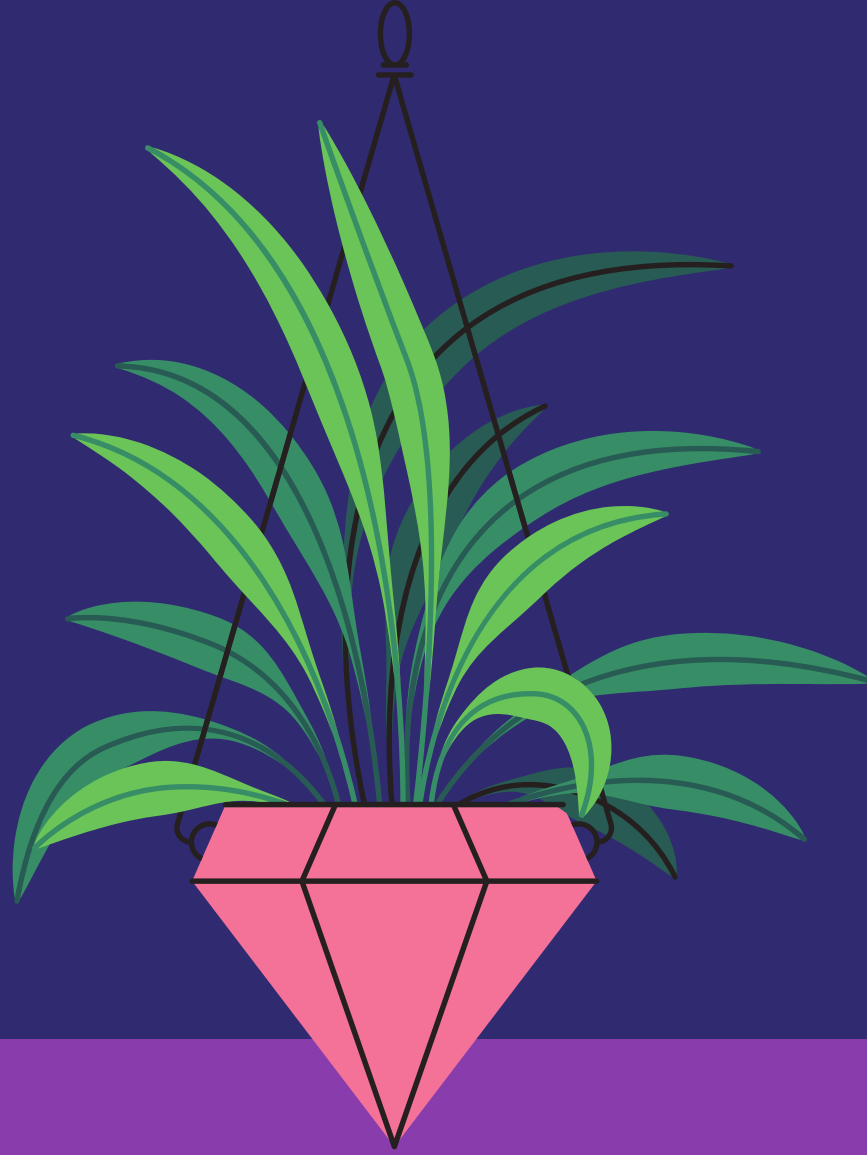
You can create calendars to keep track of different types of events. For example, you could create a calendar called "Soccer" that tracks upcoming practices and games.

### Set up a new calendar

You can only create new calendars from a browser, and not from the Google Calendar app. Once the calendar is created, you can find it on your browser and in the app.

1. On your computer, open [Google Calendar](#) .
2. At the left, next to "Other calendars," click Add other calendars + > Create new calendar.
3. Add a name and description for your calendar
4. Click Create calendar.
5. If you want to share your calendar, click on it in the left bar, then select Share with specific people.





# Shamazing



Feeling more productive already?  
Bonus...you can create more than one  
calendar with Google Calendar.

*Happy Organizing!*



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