# Transcript: IT Podcast – Ep 72 – TG - Calendar

*The following transcript is a verbatim account of the video or audio file accompanying this transcript.*

Speaker #1 (Narrator):

WGU's IT Audio Series, flexible, portable, profound.

Speaker #2 (Tony):

Welcome to the WGU IT Audio Series. I’m Tony and I'm a faculty manager for the undergrad cybersecurity program here. We spoke about calendaring in a previous podcast. Today I would like to cover some calendar management tips. The first podcast yield that we should or could schedule all our activities on a single platform, including meetings, activities, and even family events. But sometimes we feel all we do is spend time in these meetings and are constantly getting interrupted. Don't forget that you own the calendar, it does not own you. Let's review some management techniques that will help us get a handle on this so we can accomplish our goals and not be overwhelmed by them. First, Let's start out by taking a look at your current calendar. It's probably filled with blocks of activities, hopefully, they're color-coordinated, you've got reminder setup for all your upcoming events. I normally review mine at the end of a workweek for the upcoming week. I'll ask myself what action items are coming up and how much prep time would be needed, and have I blocked out an appropriate amount of time. If it's a reoccurring event or meeting, have I allowed myself some prep time, let's say, the day before, for instance, so I can come to that meeting prepared. Second, let's step back again and take another look at the calendar. We know that some items will come up unexpectedly and we need an urgent response. Has this been built in as well? Have you put in admin or focus time, let's call it? Admin or focus time can be used for answering emails, returning calls, doing some professional development, or a time slot that you can use for these urgent tasks. What you're doing is building in some flexibility or a buffer. When you know a meeting is needed, put it on your calendar quickly. You are very likely to run into scheduling conflicts with your team the longer you wait. Also, don't schedule your meeting for any longer than it needs to be, and allow time at the end for a quick recap. When setting this up, please include why the meeting needs to happen, including a short agenda, and what you or your team need to do to come prepared. If you are involving more people, please make sure to use your calendar scheduling assistant, if it has one, to see your participants' availability. Being respectful of someone else's time will go a long way. If there are any follow-up items from the meeting, again, please schedule that one immediately. This is a fantastic way to stay ahead of your task and keep your project or coursework moving forward. For instance, before the conclusion of your current appointment with either your program mentor or your course instructor, please schedule the next one. Review the expectations for the next time you meet or establish your new set of smart goals. Smart goals is a topic that is covered in another podcast in the WGU IT Audio Series. Thank you very much for your time and listening to this podcast on calendar management tips. I hope this has given you some insights on how to own your calendar and not let it own you. Take care.

Schedule time with your program mentor to explore more deeply. WGU, a new kind of you.

Speaker # (name optional):

Add content here.