

Time to take your calendar online

Six Advantages of Online Calendars

1. Easily accessed from multiple devices
2. Schedule meetings & appointments
3. Set reminders
4. Create recurring events
5. Block time out of your day
6. Share your calendar

1. Easily accessed from multiple devices - Having your calendar online means you can access it in many ways. This can be through your phone, tablet or laptop. All calendars will be in sync meaning you never miss an appointment.

2. Schedule meetings & appointments - This can be done quick and easy via any device. Whether you are on site with a customer using just your phone, or in the office on your computer, you can always see your availability & make those important bookings. No more getting back to customers with a date and time.

3. Set reminders - Reminders can be useful to help keep track of time. Often this can be in the form of a reminder tone & message on your phone or via an email reminding you of the upcoming event. Most calendars have a travel time function allowing the phone to automatically remind you when it is time to leave for your meeting. This incorporates real-time information allowing for expected traffic and road diversions. Setting reminders means you will never be late again.

4. Create recurring events - No more writing in the diary the same thing every week. Now you can enter the event once and set the calendar to schedule the appointment for every week, month, year or as often as you would like.

5. Block time out of your day - Going on holiday or just not available. Time can be blocked out on your calendar so you can make sure this time is left free. Maybe you need to give yourself sometime to complete some important tasks. Previously you would cross or tear out the page in your diary. Now it is clear for everyone to see when you are available and when you are busy.

6. Share your calendar - Some providers allow you to share your calendar, making it easy for others to see what you are up to and when you are free. No more texts or calls asking when you are free to meet. Clients & colleagues can now see when you are available and if you allow, they can schedule their own appointment at a time that suits you.