

POW Call-in Appointment Scheduling - (Accountability)

This is for the PRO training only.

Goal: Set up appointment reminders by sending out reminder emails to fellow classmates.

1. Create a Google Calendar reminder on your calendar to remind you to work on the assignment and when the assignment is due. Take a screenshot of the reminder and email pro@ctpberk.org the image.
2. Set up appointments with your classmates for each massage style, personal training, or health consultation (**Consult the actual POW Google Sheets**)
3. Refer to the document "[POW! Appointment Reminders/Accountability Week 3 & 4](#)" to see what days you are scheduled to send reminder emails out. Appointments will be added by the instructors. **Check on the day you are assigned!**
4. Check all scheduling sheets, massage, personal training, and health consultations, and look for "**your initials**" + **the bolded cells**; these are the only appointments for which you need to send reminders.
5. The emails should be sent out by the end of the class day you are scheduled for. You will send an email using the reminder template [here](#).

Note: Remember to carbon copy (CC) the instructor.