

7. Calendar

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Google Calendar is a great tool to help you stay organized and prepared. You can schedule meetings, events, and reminders about upcoming activities. The calendar can be shared with teams and individuals.

Links to Calendar Help

[Quick Tour](#)

[GCal \(Google Calendar\)](#): How to add an activity or event with notifications from your Gmail (5 Min video)

[Google Calendar Features](#) (6 minute YouTube video)

[Respond to event invitations](#) - what to do when someone invites you to an event

[8 Calendar Tips](#) (5 min. 30 sec YouTube)

[Keyboard shortcuts](#)

Calendar Best Practices

★ Build a habit of checking your calendar throughout the day

- ★ Set [reminders/notifications](#). When you add an event or activity to your calendar, add multiple reminders like 1 day before and 1 minutes before
- ★ Use GCal to help you organize your day and the tasks you need to complete.
- ★ Add repeating events like birthdays, due dates, and more
- ★ [Share your calendar](#) with partner, colleagues and others

Try this now!

- ☐ Pin Calendar to your shelf on your Chromebook
- ☐ Add important coursework dates
 - ☐ Add reminder notifications
- ☐ Add important licensure dates
 - ☐ Add reminder notifications