

# CALENDAR MANAGEMENT





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One of the most critical functions of an executive assistant is managing their boss's schedule and calendar. A standard operating procedure should outline the steps for scheduling appointments, meetings, and events, including communication protocols with the boss and external stakeholders. It should also include guidelines for managing conflicts and rescheduling, and how to maintain an organized and up-to-date calendar.

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## Calendar Management



### **STEP 1**

*Open the boss's calendar application and review their current schedule.*

### **STEP 2**

*Determine the best time slots for new appointments or meetings based on the boss's availability and priorities.*

### **STEP 3**

*Send an email or make a call to the external stakeholder to schedule the appointment or meeting.*

### **STEP 4**

*Confirm the appointment or meeting details with the stakeholder, including date, time, location, and agenda.*

### **STEP 5**

*Add the appointment or meeting to the boss's calendar with all relevant details, including location, notes, and attendees.*

## Calendar Management



### **STEP 6**

*Send a calendar invitation to all attendees, including the boss, with all relevant Details.*

### **STEP 7**

*Monitor the boss's calendar regularly to ensure it remains up-to-date and Accurate.*

### **STEP 8**

*If conflicts arise, contact all involved parties to reschedule the appointment or meeting at a mutually agreeable time.*

### **STEP 9**

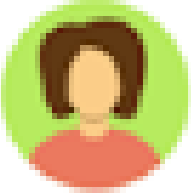
*Send reminder emails or messages to the boss and attendees as necessary to ensure everyone is prepared and informed about upcoming appointments and meetings.*



# Samples:

## Appointment Request Email

New message — ↻ ✕

 To  
Appointment Request Email





Dear [Stakeholder],

I hope this message finds you well. I am writing to request a meeting with you and [Boss] to discuss [topic]. Based on our previous conversations, I believe this would be an excellent opportunity for us to collaborate and move forward with our shared goals.

We are available to meet at your convenience next week. Please let us know your preferred date and time, and we will coordinate accordingly. We would like to meet at [location], but we are flexible if that is not convenient for you.

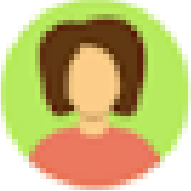
Thank you for your time and consideration. We look forward to hearing back from you soon.

Best regards,  
[Your Name]

    Send Save Cancel

# Appointment Confirmation Email

New message — 🔍 ✕

 To  
Appointment Confirmation Email:

Dear [Stakeholder],





Thank you for agreeing to meet with [Boss] and me to discuss [topic]. I am writing to confirm the details of the meeting.

Date: [Date]  
Time: [Time]  
Location: [Location]  
Agenda: [Agenda]

Please let us know if there are any changes or updates we should be aware of before the meeting.

We look forward to seeing you soon.

Best regards,  
[Your Name]

    Send Save Cancel



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↑ SCAN CALENDAR ↑

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