

# 15 WAYS

## TO USE GOOGLE CALENDAR



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# 15

## Ways to Use Google Calendar

### Keep Up With Your Busy Schedule

- 1.**  
Import events from Microsoft Outlook Calendar, Yahoo! Calendar, Apple iCal and Gmail.
- 2.**  
Google's search feature allows you to find a specific event quickly.
- 3.**  
View a mini-calendar version from your desktop with a Google desktop gadget so that you don't have to open your browser to view your agenda.
- 4.**  
Preferences can be set to add weather info for US cities in order to plan your day better.
- 5.**  
Set up email notifications including a daily agenda that can be printed and kept in a convenient location.
- 6.**  
Keep track of Birthday and other special days ahead of time and show that special someone that you are thinking about them.
- 7.**  
Set your reminders via SMS leaving enough time to finish up with a current appointment or project and make the commute to your next appointment. Being late doesn't leave a good impression. You probably have plenty of things on your to-do list and don't need to get behind.
- 8.**  
Access your calendar via SMS when you are on the go. You can even add or change events with your mobile phone!
- 9.**  
To promote your events to potential clients share your calendar in a gallery or include them in public event searches.
- 10.**  
Share group activities like game schedules, networking events, or project milestones by placing an interactive, graphical version of your calendar into your personal website or blog.
- 11.**  
Share your calendar with family members. This way you can all view each other's schedules side by side to plan your next reunion, anniversary or birthday party.
- 12.**  
Allow people to save all or just a few of your events to their own calendar by using reminder buttons on your web page or blog.
- 13.**  
Friends or organizations can view your agenda and share their own calendar info with you.
- 14.**  
Set limits on how much info can be shared and with whom. For example, you can allow a family member to see details about your daughter's ballet recitals but not your more personal appointments.
- 15.**  
Send and track invitations. This includes new invitations, replies, changes, and cancellations. Your friends or colleagues can post responses even if they don't use Google Calendar.

# Things to Consider

Java Script and cookies must be enabled on all browsers.

“Google Calendar is a free service and Google doesn’t charge you to receive notifications. Please keep in mind that if you’re in the US or Canada, your mobile service provider’s standard rate for receiving text messages may apply. If you have any questions about the rate, please contact your operator for more information. “

Quoted from Google Calendar Help Section

See the Google Calendar Help Section for a list of mobile providers supporting these Google Calendar features.



## FREE 30 Day Reminder Service

Now you have some great ideas on how to use Google Calendar to help you with your busy schedule. If you are like a lot of people in business for themselves you likely have more pressing things to do and just don’t have the time or desire to set it up yourself.

Delegating tasks that free you up for focusing on your expertise can help you grow your business.

For a limited time I am offering to help you set up an account and schedule 30 days of Google Calendar event reminders via email or SMS for FREE! You may also send up to 3 event changes or additions per week free of charge during the 30 day period.

Just send an e-mail to [reminders@provirtua.com](mailto:reminders@provirtua.com) and I’ll send information on how to sign up for this fabulous service.

Contact me now to see how to get started with your FREE reminder service!

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Providing strategic solutions for YOUR success!

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