

The Skill of Loving Your Calendar & Email

***How I support Coach Donna Stott and How
you can ensure a smooth day NOT being
overwhelmed by your email and Calendar!***



How I begin my day...

- The first thing I do is review Donna's Calendar and appointments. I then check her email to see if there are any reschedules or changes.
- After confirming or changing any calendar appointments, I filter her email.
- Print and file any emails, and clear junk and trash folders.



Managing and Making Your Calendar CLEAR

- Making sure your calendar is accurate and clear!
If an appointment changes or moves, be sure to change it in your calendar as soon as you can.
- Categorize your calendar. (Donna uses different colors for each category)
- Block of time for future events!!
- Merge your personal and business calendars so that there is NO confusion!

Managing Your EMAIL



- **CREATE FOLDERS!!!!!!!**
- **Check spam/junk folder and make sure there isn't anything important that should have been in your inbox, and then delete.**
- **Mark anything Priority if needing to revisit.**
- **I check and clear Donnas emails and mine every 2-3 hours.**
- **Mark time in your calendar just for email sorting!!**

LOVE your Calendar and EMAIL!!

**Remember, YOU ARE YOUR
CALENDAR!!!**

- Utilize the technology around you!
- Keep a PAPER CALENDAR ☺
- Let your Calendar and Email WORK FOR YOU!!!!

