5 Ways Your Calendar Can Reduce Stress

In this virtual world we see three main issues impacting productivity and stress:

Communication Challenges: With people working different hours to manage the kids at home and other responsibilities, team members are unsure when they should reach out and often don't. That stifles communication and holds up progress.

Interruptions: Though chat, texts, and phone calls help you connect, they are disruptive when you want to focus on your most important work.

Boundaries: People are working too much and don't know when to end their day.

Use your calendar as a communication tool

Update your calendar permissions so everyone can see your calendar. Mark confidential appointments private.

Keep your calendar updated and tell everyone to look at it before contacting you.

Block your calendar for your "End of Day". People need a virtual cue that you have left the office for today.

Add "Focus Time" hours when you do not want to be disturbed. This is the virtual equivalent to having your door closed at the office.

Add "Office Hours" like your professors had at college. This is when people can "pop in" with instant messages, texts, or calls. The virtual equivalent to "my door is open".

Share these tips with your entire team and you'll be amazed at how you improve communication challenges, interruptions and boundary issues.

Work Smart. Do More. Let us know if you would like to:

- Sustain a culture of **productivity** in your business.
- Develop leadership **productivity** tips that can be implemented immediately!
- Learn best practices to **effectively manage** time, talent, and technology.

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