

3. Calendar: Managing Your Time

Watch

In this video, you will learn...

- **Mindset Shift:** Treat your calendar as the "hard landscape" by only recording non-negotiable commitments to ensure clarity and focus on vital tasks.
- **Why Go Digital:** Understand the benefits of a digital calendar over a traditional paper one.
- **Calendar Setup:** Get started with your digital calendar by choosing an appropriate app, integrating multiple email accounts, and more.
- **Best Practices:** Learn four rules for maximizing the efficiency of a digital calendar, such as always sending and receiving calendar invites.



If the embedded video above does not play for any reason, [click here](#) to open and watch the video in your browser.

Recommended Apps & Tools

- [BusyCal](#): Tiago's preferred calendar app, available for macOS and iOS.
- [Cron](#): A free next-generation calendar for professionals and teams.
- [Google Calendar](#): Google's free, default calendar app.
- [Apple iCloud Calendar](#): Apple's default calendar app.

Your Turn

Open your POP Workbook and complete the steps outlined in Lesson 3.

Share

Click or tap the "Comments" icon in the upper right side of this page to open the comments section in the right sidebar.

- **Share your biggest takeaway:** What's the most significant change or improvement you've noticed after setting up and finetuning your digital calendar?
- **Share your calendar rules:** Which of the calendar rules shared in the lesson resonated the most with you? Have you adopted any additional personal rules?

Additional Resources

Keyboard shortcuts

Keyboard Shortcuts allow you to move faster through the apps you use. Here are help articles that list the shortcuts for the following apps:

- [BusyCal](#)
- [Cron](#)
- [Google Calendar](#)
- [Apple iCloud Calendar](#)