

Chapter 3

Places to Go, People to See: Managing Your Calendar

IN THIS CHAPTER

- » Taking a look around the Calendar app
 - » Navigating dates in Calendar
 - » Scheduling appointments, get-togethers, and other events
 - » Creating all-day and repeating events
 - » Creating reminders and tasks in Calendar
-

It seems almost redundant to describe modern life as busy. Everyone is working harder, cramming more appointments and meetings into already packed schedules, and somehow finding the time to get their regular work done between crises. As many a management consultant has advised over the years (charging exorbitant fees to do so), the key to surviving this helter-skelter, pell-mell pace is time management. And although there are as many theories about time management as there are consultants, one key is that you should always try to make the best use of the time available. Although that often comes down to self-discipline and prioritizing your tasks, an efficient scheduling system can certainly help.

That's where G Suite comes in, because it offers a great way to manage your bee-busy schedule: the Calendar app, which you can use to create items called *events*, which represent your appointments, vacations, trips, meetings, and anything else that can be scheduled. Calendar acts as a kind of electronic personal assistant, leaving your brain free to concentrate on more important duties. In this chapter, you explore the most useful features and settings of the Calendar app.

Navigating the Calendar Window

Calendar is a sort of electronic personal assistant that, while it won't get coffee for you, will at least help you keep your schedule on track.

Calendar is a simple electronic day planner you can use to keep track of appointments, meetings, tasks, and other commitments. So, whether you have a date and you can't be late or you have a rendezvous you need to remember, Calendar can handle it.

Assuming you have no pressing appointments (although even if you do, you're still in the right place!), you have a couple of ways to get started:

- » Point the nearest web browser to <https://calendar.google.com>.
- » In any G Suite app, click the grid-like Google Apps icon (pointed out in [Figure 3-1](#)) and then click Calendar.

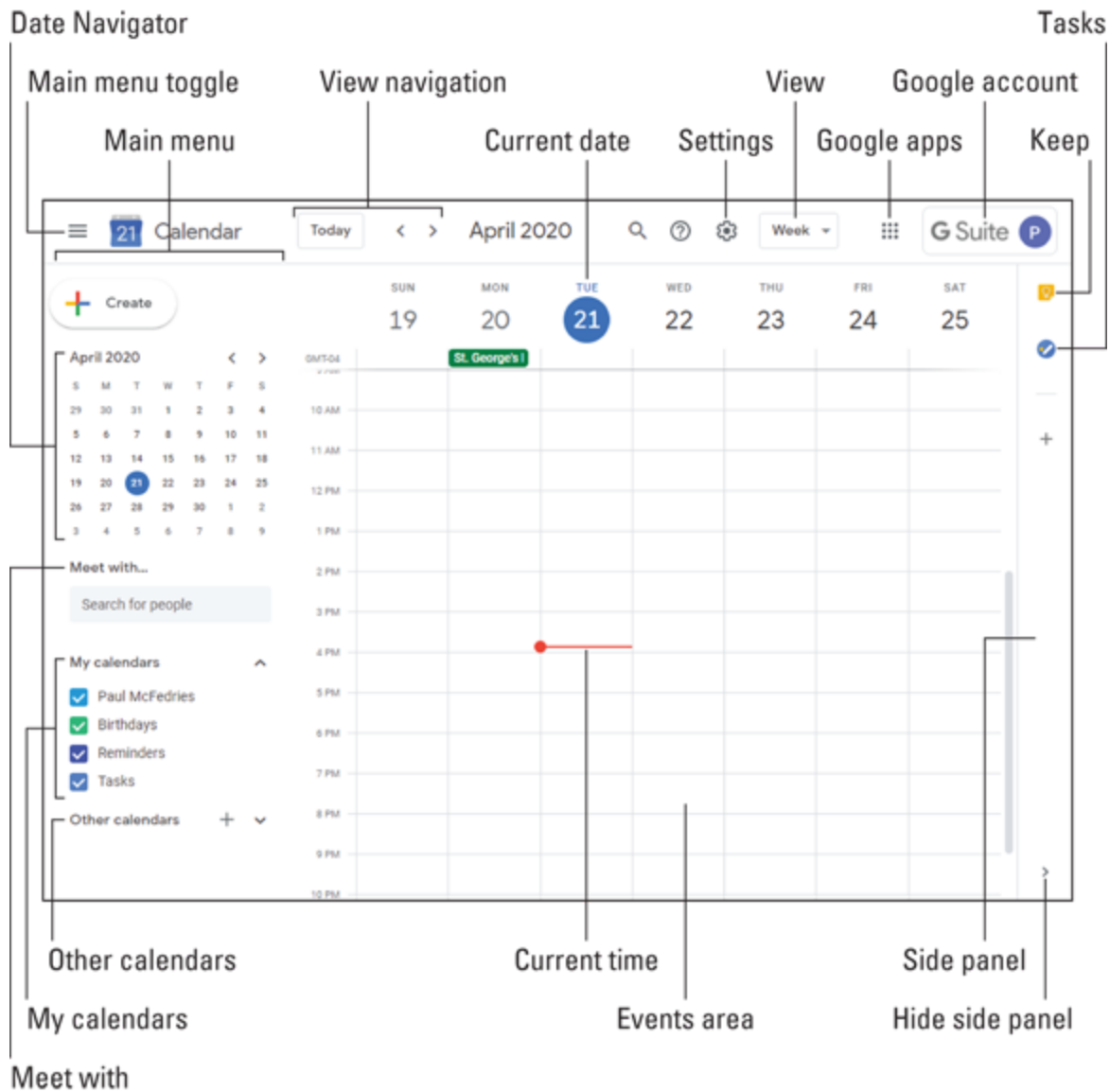


FIGURE 3-1: Calendar: your G Suite scheduling assistant.

Sign in to your Google account, if asked. You end up eyeballing the Calendar app, which will look quite a bit like the one shown in [Figure 3-1](#).

As you can see, Calendar is laid out more or less like a day planner or desk calendar (assuming you're old enough to remember those relics of a bygone era). There's quite a lot to look at here, so let's step back and check out the main features of the Calendar screen. (Handily, [Figure 3-1](#) points out the features in the list that follows.)

- » **Main menu:** The sidebar on the left, which consists of the following elements:
 - *Date Navigator:* Shows one month at a time (usually, the current month). You use the Date Navigator to change the date displayed in the Events area. Note that today's date always has a blue circle around it.
 - *Meet with:* Enables you to search for people in the Contacts app.
 - *My Calendars:* Lists the calendars that the app is using to display events. Most people use just a single calendar (the one with your name), but you might want separate calendars for, say, business use and personal use. Your G Suite account also comes with a Birthdays calendar (based on the birthdays you enter in the Contacts app) and a Holidays calendar for your country (Holidays appears in the Other Calendars section).
- » **Main menu toggle:** An icon you click to narrow the main menu to show only icons. This gives you a bit more horizontal space for Calendar. Click the icon again to expand the main menu.
- » **View navigation:** Enables you to change the date or dates shown in the main Calendar window based on the current view (see the View item, below).
- » **Settings menu:** Gives you access to all the Calendar settings.
- » **View:** Displays a list of the different ways you can view dates in the main Calendar window. For example, you can view dates by day, week, month, or year.
- » **Google apps:** Displays icons for all the Google apps.
- » **Google account:** Gives you access to your Google account.
- » **Current date:** Marks today's date on the calendar.
- » **Current time:** A bar that indicates the current time and moves down as the day progresses.
- » **Events area:** An area that shows the appointments and meetings you schedule.

- » **Side panel:** The sidebar on the right, which consists of the following elements:
 - *Keep*: Opens the Keep pane so you can add a quick note to store in the Keep app
 - *Tasks*: Opens the Tasks pane so you can add a quick task to store in the Tasks app
- » **Hide side panel:** An arrow you click to collapse the side panel and gain a little extra horizontal legroom. Click the arrow again to return to the side panel.

Changing the Calendar View

By default, Calendar uses Week view in the Events area, which shows a week's worth of appointments and meetings. However, Calendar is quite flexible and has several other views you can use. Here's the complete list:

- » **Day:** Displays a single day's worth of events. In the View list, click Day (or press D).



TIP

You can switch to Day view and simultaneously navigate to a specific date by clicking that date's day number in Week view or Month view. You can also do this in Year view, but that requires two separate clicks (not a double-click, though!) on the day number.

- » **Week:** Displays Sunday through Saturday for the current week. In the view list, click Week (or press W).



TIP

By default, Calendar uses Sunday as the first day of the week. If Monday feels to you like the true start of the week, you can configure Calendar to oblige. Click Settings, See all settings, and then click View Options. Use the Start Week On list to select Monday. (Note that you can alternatively choose Saturday as the starting day, if that floats your boat.)

- » **Month:** Displays the current month. In the View list, click Month (or press M).
- » **Year:** Displays the current year. In the View list, click Year (or press Y).



TIP

In most multiday views, Calendar includes weekends. If you use Calendar exclusively for work, you might never schedule anything on a Saturday or Sunday, so you can get a bit more room in the Events area by excluding weekends for the view. On the View menu, deselect the Show Weekends command.

- » **Schedule:** Displays a list of your upcoming events. In the View list, click Schedule (or press A).
- » **4 days:** Displays four days' worth of events. In the View list, click 4 Days (or press X).



TIP

The 4 Days view is a custom view you can modify to display whatever number of days suits your style. To change this view, click Settings, See all settings, and then click View Options. Use the Set Custom View list to select the number of days or weeks you want Calendar to display in the view.

Time Traveling: Changing the Date

Calendar usually opens with the current week displayed and today's date selected. However, if you want to work with a different day, Date Navigator makes it easy: Just click a date and Calendar immediately adjusts the Events area to display that date in whatever view you're currently using.

Date Navigator starts off displaying the current month, but if you need to navigate to a date in a different month, use either of the following techniques to pick a different month:

- » **Click the Previous Month arrow** (pointed out in [Figure 3-2](#)) to move backward one month at a time.
- » **Click the Next Month arrow** (again, check out [Figure 3-2](#)) to move forward one month at a time.

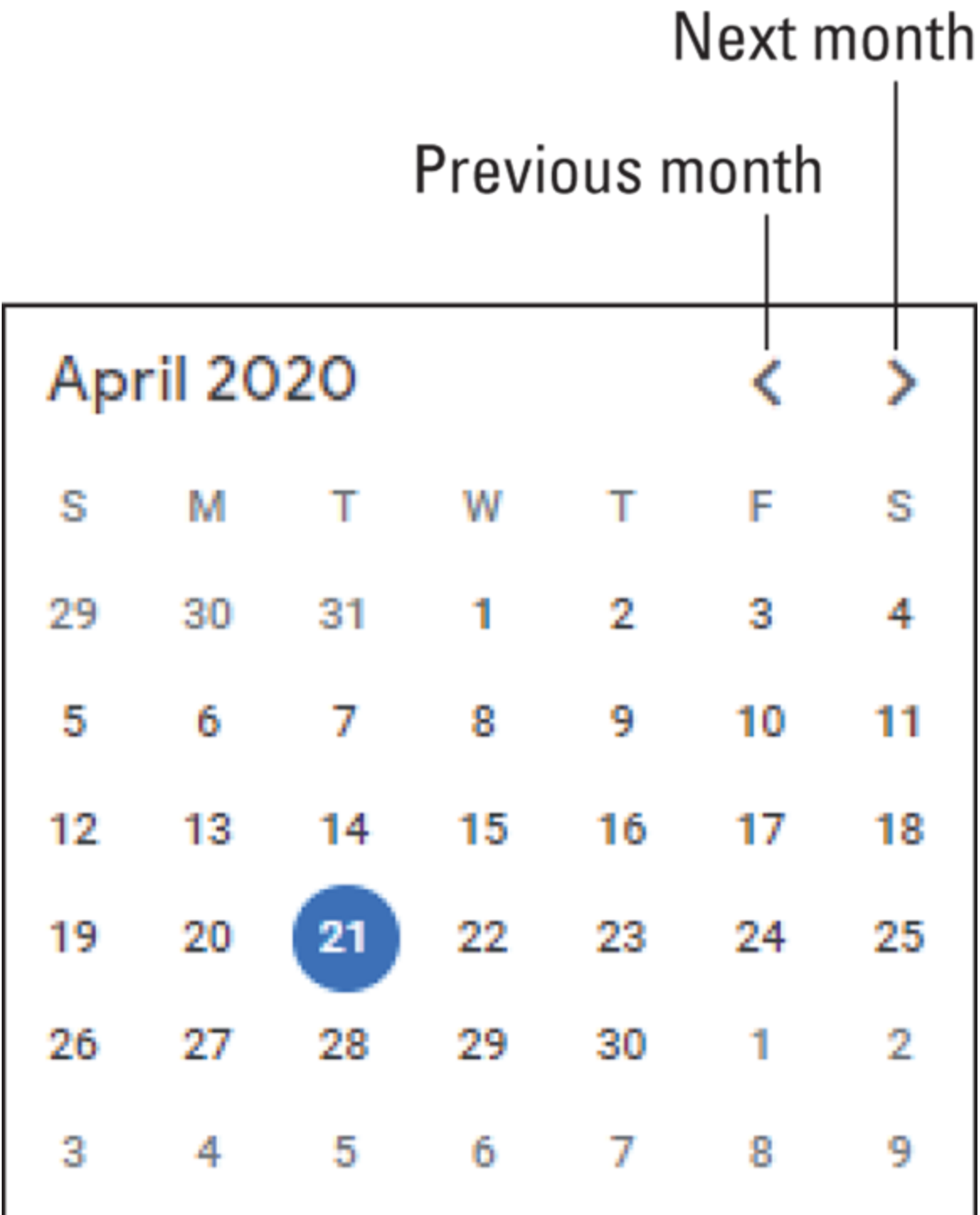


FIGURE 3-2: In Date Navigator, use the Previous Month and Next Month arrows to display the month you want.

You can also navigate the current view by using the following techniques:

- » **To move forward to the next period of the current view:** Click *Next Period* (see [Figure 3-3](#)), where *Period* is the current view setting: Day, Week, Month, Year, or 4 Days. (For this last view, the arrow title is Next Period.)
- » **To move backward to the previous period of the current view:** Click *Previous Period* (see [Figure 3-3](#)), where *Period* is the current view setting: Day, Week, Month, Year, or 4 Days. (For this last view, the arrow title is Previous Period.)
- » **To navigate the current view so that it includes today's date:** Click Today.

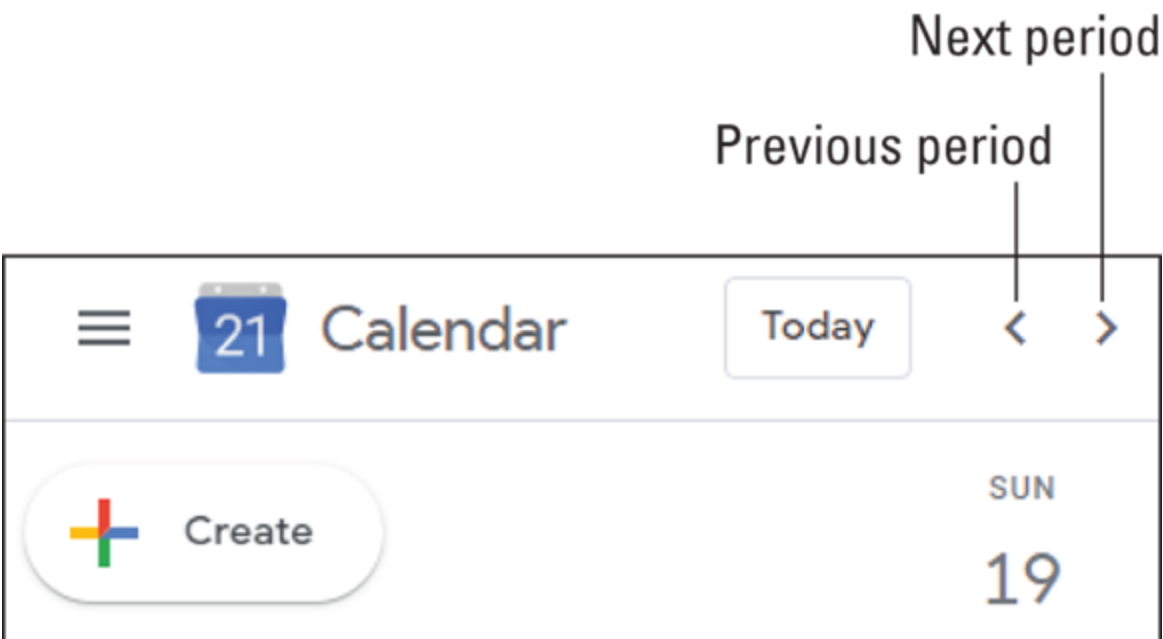


FIGURE 3-3: Use the view navigation controls to navigate the current view.

Setting Your Social Schedule: Entering Events

Got a party to plan, a meeting to make, or a lunch to linger over? The gadabouts, hobnobbers, and other social butterflies in the crowd will like how easy Calendar makes it to schedule these and other get-togethers.

Before getting down to brass Calendar tacks, you should know that Calendar lets you create two kinds of events:

- » **Event:** An event is the most general Calendar item. It refers to any activity for which you set aside a block of time. Typical events include a lunch date, a trip to the dentist or doctor, or a back waxing appointment. You can also create recurring appointments that are scheduled at regular intervals (such as weekly or monthly).
- » **All-day event:** An all-day event is any activity that consumes one or more entire days. Examples include conferences, trade shows, vacations, and mental-health days. In Calendar, all-day events don't occupy blocks of time. Instead, they appear as banners above the affected days. You can also schedule recurring all-day events.

The next few sections show you how to create events and all-day events.

Adding an event

Here are the steps you need to trudge through to set up an event:

1. **Navigate to the date on which the event occurs.**
2. **Switch to either Day view or Week view.**
3. **Select the time you want to set aside for the event:**

If the event is an hour long, use the Events area to click the time when the event begins. For example, if the event starts at noon, click the 12 P.m. line; if the event starts at 3:30 P.m., click halfway between the 3 P.m. and 4 P.m. lines.



TIP

When you click a time in the Events area, Calendar creates an hourlong event. If that hourlong default works for you, then nothing to see here! Otherwise, you can set up a different default duration. Click Settings, See all settings, and then click Event Settings. Use the Default Duration list to select the number of minutes you prefer Calendar to use as the default whenever you create a new event.

For all other event durations, use the Events area to move the mouse pointer to the start time of the event, and then click-and-drag the mouse pointer down until you reach the end time for the event. As you drag, Calendar helpfully displays the starting and ending times, as shown in [Figure 3-4](#).



REMEMBER

Don't worry too much if you don't get the time exactly right; you'll get a chance to fix both the start time and the end time in a sec. After all that work, Calendar displays the dialog box shown in [Figure 3-5](#), which is already filled in with the event's start and end information. This information consists of four fields, which are, from left to right, the start date, the start time, the end time, and the end date.

4. Use the Add Title text box to type a title that describes your event.

For many events, you don't need to add anything else, so if that's the case for you, go ahead and jump down to Step 8 to finish up.

Otherwise, continue with Step 5 to fill in more event details.

If you're looking for info on how to invite guests to your event, mosey on over to [Chapter 12](#).

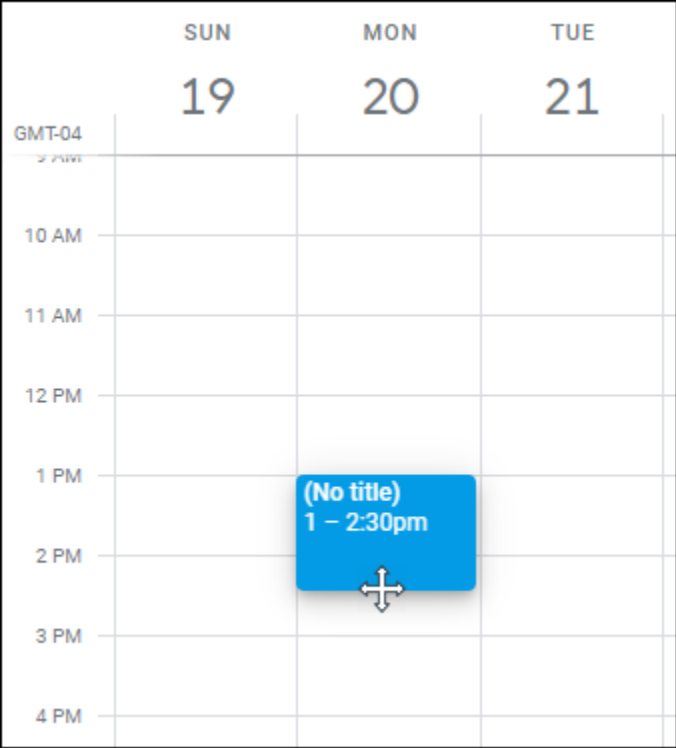


FIGURE 3-4: Click-and-drag down in the Events area to specify the event's start and end times.

FIGURE 3-5: The dialog box for a basic event, with the starting and ending dates and times filled in.

5. If the event's start or end date or time is incorrect, click the info you want to change and then click the correct date or time.

When you click a date, you see a calendar you can use to click the correct date. When you click a time, you see a list from which you can select the correct time.



TIP

The list of times is in 15-minute increments. If you need a more exact start time or end time, you can edit the displayed time directly in the Start Time and End Time fields.

6. Use the Location text box to specify the location for the event.

For the location, you can enter a room number or name if your event takes place at work. For external events, you can enter an address or a business name (such as a restaurant). As you type the name,

Calendar displays a list of locations that match (see [Figure 3-6](#)), so when your location shows up, you can stop typing and click the location to add it.

7. Use the Add Description text box at the bottom of the dialog box to enter a summary of what the event is about.

Feel free to use the Add Description text box to also enter anything else you think might be pertinent to the event: details to note, things to remember, tales to tell, and so on.

8. Click Save.

Calendar adds the event to the Events area.

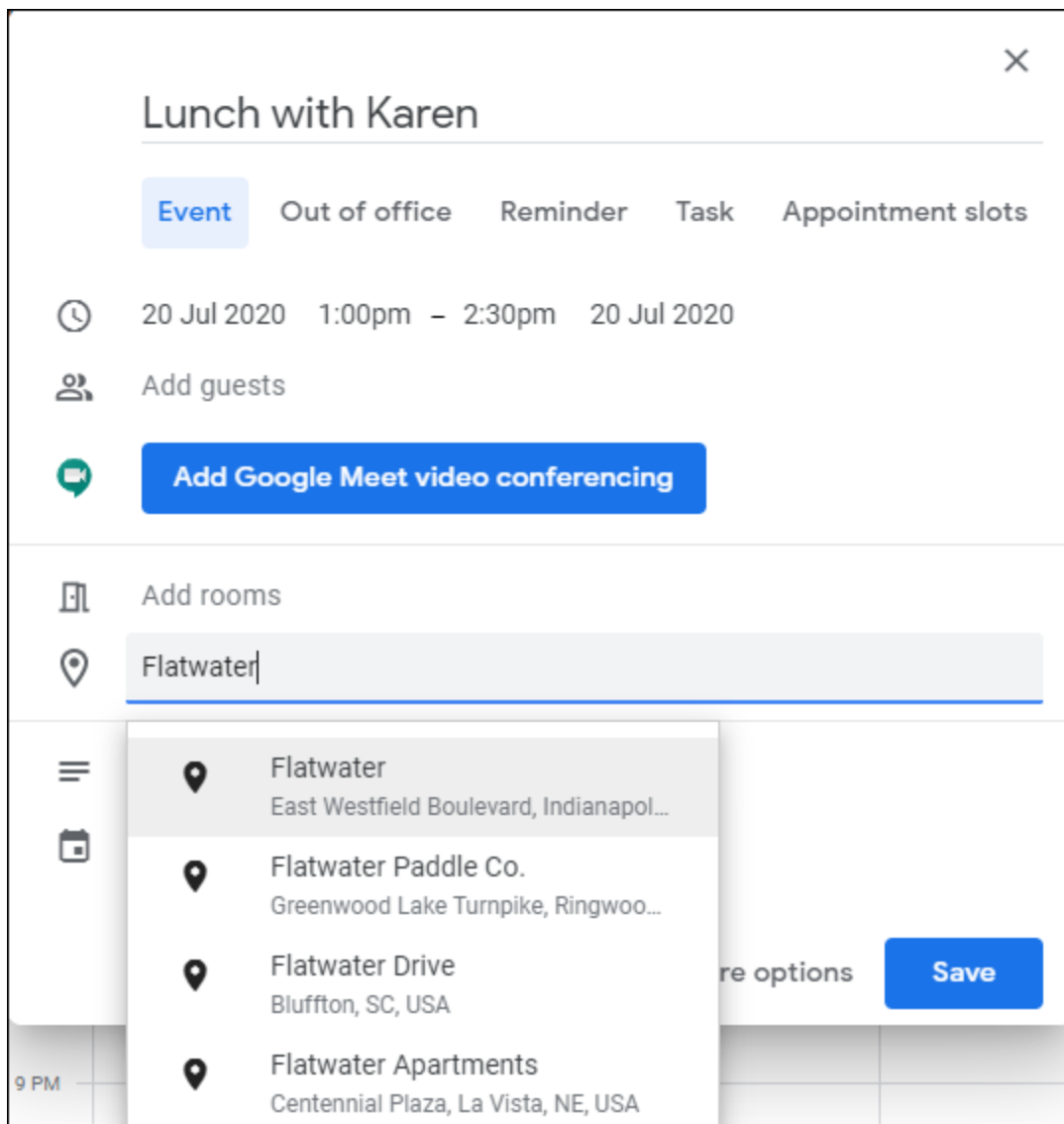


FIGURE 3-6: As you type a name in the Location text box, Calendar displays a list of matching locations.

Editing an event

If anything changes about your event — the start or end time, the location, whatever — you can follow these steps to make some adjustments:

1. **Navigate to the date of the event.**

2. **In the Events area, click the event.**

Calendar displays the event summary dialog box, which will have a family resemblance to the one shown in [Figure 3-7](#).

3. **Click Edit Event (the Pencil icon pointed out in [Figure 3-7](#)).**

4. **Make whatever changes you need for the event.**

5. **Click Save.**

Calendar updates the event with your changes.



REMEMBER You can also use the event's summary dialog box to remove the event from your calendar by clicking Delete Event (the Trashcan icon pointed out earlier, in [Figure 3-7](#)).

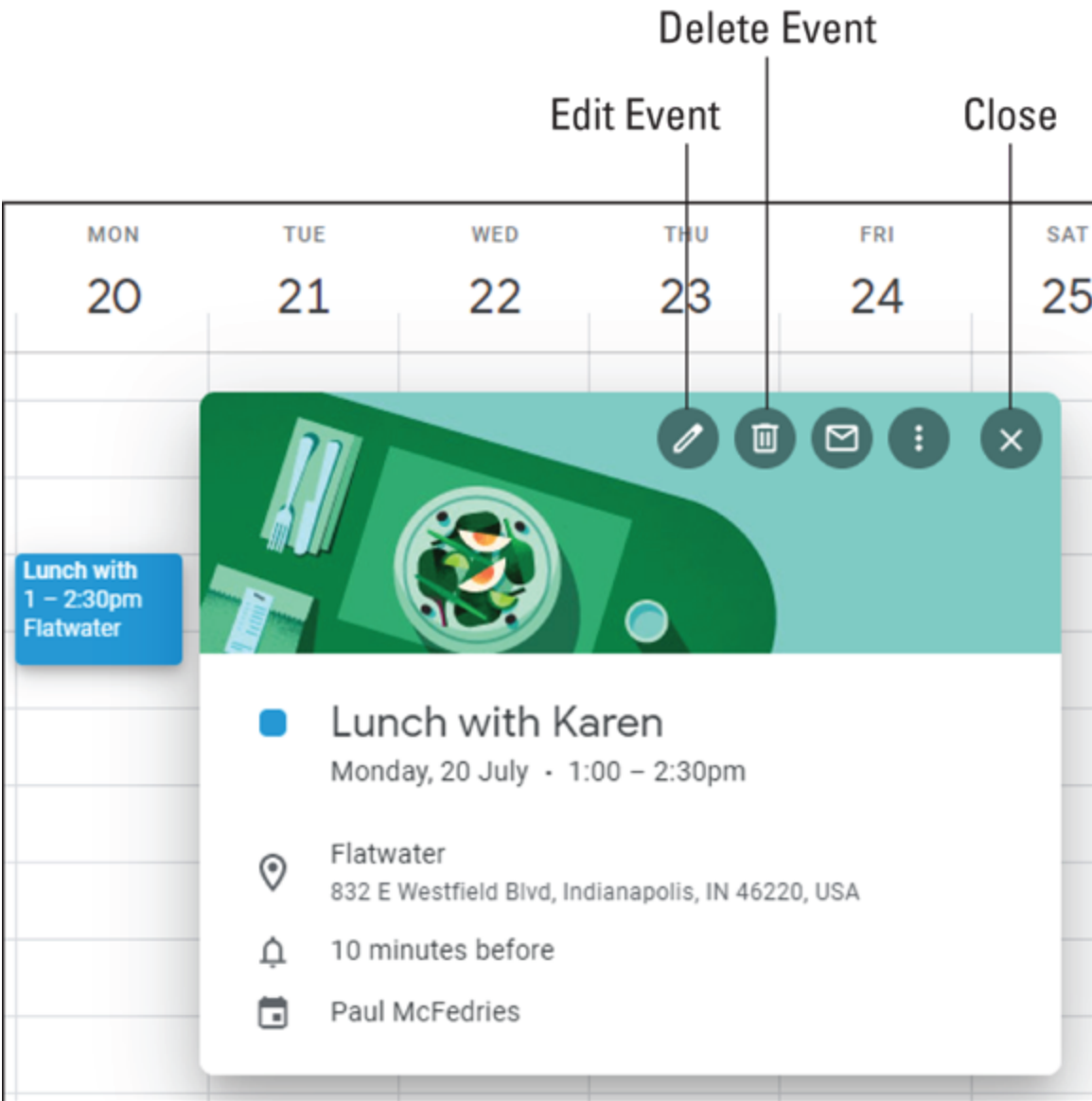


FIGURE 3-7: Click an event to see the event's summary.

Lather, rise, repeat: Creating a repeating event

One of the truly great timesavers in Calendar is the Repeat feature. It enables you to set up a single event and then get Calendar to automatically repeat it at a regular interval. For example, if your team dance party occurs every Friday at 5:00, you can set up that event for the next Friday and then tell Calendar to automatically repeat it every Friday at the same time. You can continue repeating events indefinitely or end them on a specific date. Repeat after me: The repeat feature is both handy and dandy!

Here are the steps to follow to set up a repeating event:

- 1. Navigate to the date on which the event occurs.**
- 2. Switch to either Day view or Week view.**
- 3. Select the time you want to set aside for the event:**
 - *If the event is an hour long:* Use the Events area to click the time when the event begins.
 - *For all other event durations:* Use the Events area to move the mouse pointer to the start time of the event, and then click-and-drag the mouse pointer down until you reach the end time for the event.
- 4. Use the Add Title text box to type a title that describes your event.**
- 5. If the event's start or end date or time is incorrect, click the info you want to change and then click the correct date or time.**
- 6. Use the Location text box to specify the location for the event.**
- 7. Use the Add Description text box at the bottom of the dialog box to enter a summary of the event.**
- 8. Click More Options — the button to the left of the Save button.**
Calendar displays all the event details.
- 9. Click the Doesn't Repeat value to open the list of repeat intervals.**

The items in the list you see vary, depending on the date of your event. [Figure 3-8](#) shows an example.

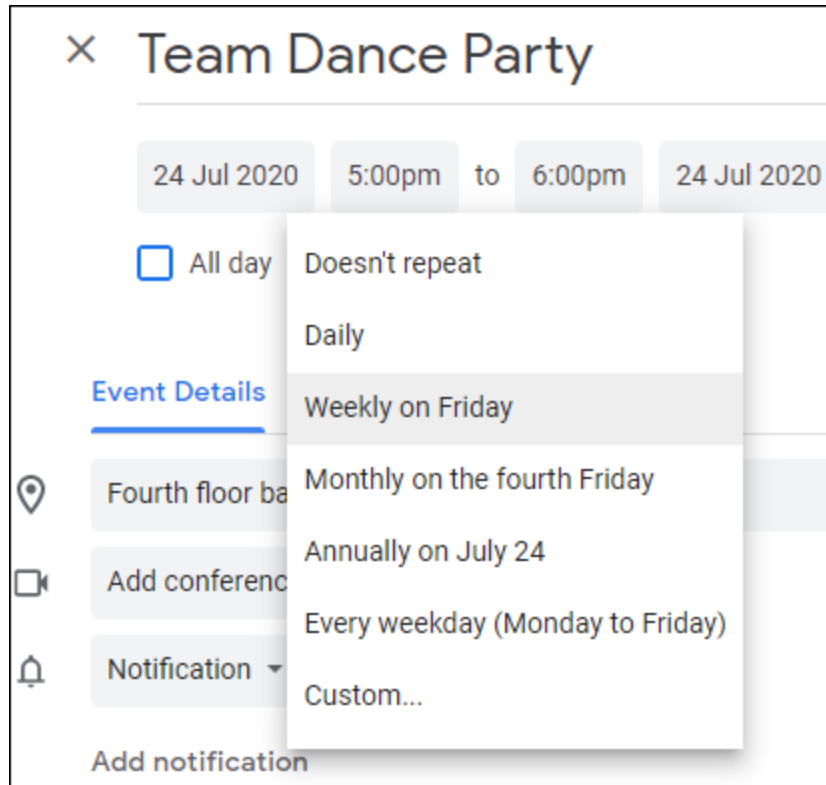


FIGURE 3-8: Calendar offers several default repeat intervals.

10. Click the item that corresponds to the repeat interval you want to use.

If none of the default intervals is quite right, or if you want to specify when the recurrence ends, click *Custom* to open the Custom Recurrence dialog box, shown in [Figure 3-9](#). Begin by specifying the Repeat Every *X Units* options, where *X* is how often you want the event to repeat and *Units* is one of the following:

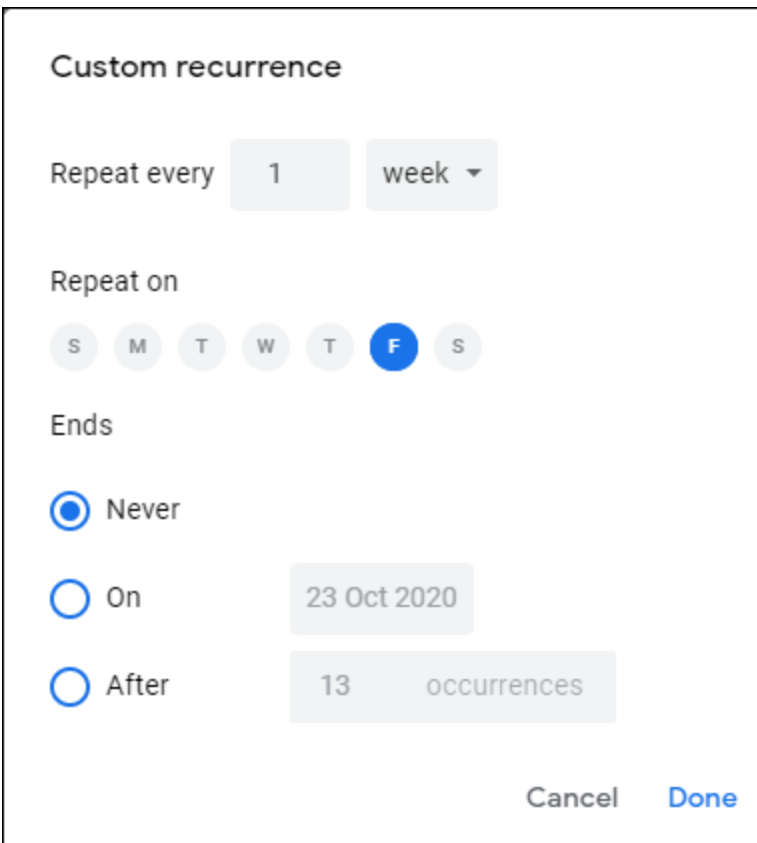
- *X Days*: The number of days between each occurrence of the event.
- *X Weeks*: The number of weeks between each occurrence of the event. Use the Repeat On control to click the day of the week on which you want the event to recur.
- *X Months*: The number of months between each occurrence of the event. Use the Monthly On Day list (which appears only after you select Months in the list) to select the day of the month on which you want the event to recur.

- *X Years*: The number of years between each occurrence of the event.

Use the controls in the Ends section to specify when you want the repeating to stop. Select the Never radio button to keep repeating the event until the end of time; select the On radio button to specify the last date of the recurrence; or select the After radio button to specify the total number of repeats you want. Click Done when you're, you know, done.

11. Click Save.

Calendar adds the event and all its repeats to the Events area.



The screenshot shows a dialog box titled "Custom recurrence". It has three main sections: "Repeat every", "Repeat on", and "Ends".

- Repeat every:** A text input field containing "1" and a dropdown menu set to "week".
- Repeat on:** A row of seven circular buttons representing days of the week: S, M, T, W, T, F, S. The "F" (Friday) button is selected and highlighted in blue.
- Ends:** Three radio button options:
 - Never
 - On: A text input field containing "23 Oct 2020".
 - After: A text input field containing "13" followed by the text "occurrences".

At the bottom right of the dialog box are two buttons: "Cancel" and "Done".

FIGURE 3-9: Use the Custom Recurrence dialog box to set up a repeat interval that works for you.

Scheduling an all-day event

As I mention earlier in this chapter, an *all-day* event is an activity that consumes one or more days. (Or, at least, the working part of those days;

you do have a life outside of work, right?) Some activities are obvious all-day events: trade shows, sales meetings, corporate retreats, and so on. But what about, say, a training session that lasts from 9 A.M. to 4 P.M.? Is that an all-day event or just a really long event?

From Calendar's point of view, the main difference between an event and an all-day event is that an event is entered as a time block in the Events area, but an all-day event is displayed as a banner in the time zone area at the top of the Events area. (See [Figure 3-10](#).) This means that you can also schedule events on days that you have all-day events.

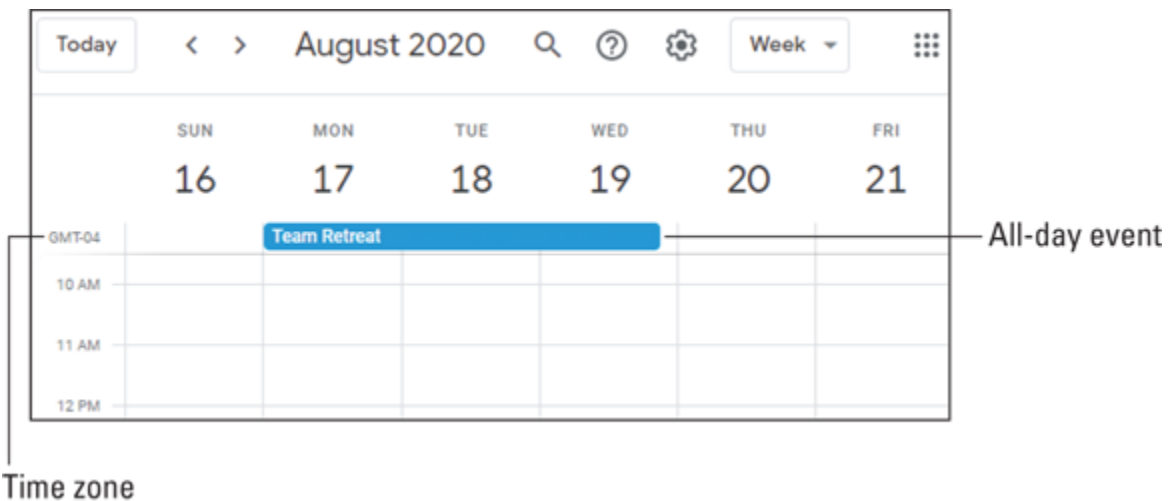


FIGURE 3-10: All-day events appear at the top of the Events area.

A good example that illustrates these differences is a trade show. Suppose that the show lasts an entire day, and you're a sales rep who will attend the show. Sure, you *could* schedule the show as a day-long event. However, what if you also want to visit with customers who are attending the show? It's possible to schedule conflicting events, but having that daylong event in there just clutters the Events area. In this case, it makes more sense to schedule the show as an all-day event. This leaves the Events area open for you to schedule events with your customers.

Calendar offers a couple of ways to schedule an all-day event:

- » *For a single-day event:* Navigate to the date, switch to Day view, and then click inside the time zone area. (The time zone area is the

narrow strip under the date, as pointed out in [Figure 3-10](#), and it's labeled either GMT- X or GMT+ X , where X is the number of hours earlier or later, respectively, your time zone is from Greenwich Mean Time, or GMT.) Alternatively, switch to Month view, navigate to the month of the event, and then click the date of the event.

- » *For a multiday event:* Navigate to the dates, switch to Week view, and then click-and-drag across the time zone area for each day of the event. Alternatively, switch to Month view and then click-and-drag across each day of the event.

Either way, Calendar automatically creates an all-day event, and all you need to do is fill in a title and any other event options you need.

What if you've already set up a regular event and you want to turn it into an all-day event? Calendar has you covered:

1. **Navigate to the date of the event.**
2. **In the Events area, click the event to open the event's summary dialog box.**
3. **Click Edit Event (the Pencil icon).**
4. **Select the All Day check box.**
5. **Click Save.**

Calendar updates the event to an all-day event.

Psst: Setting up event notifications

One of the truly useful secrets of stress-free productivity in the modern world is what I call the set-it-and-forget-it school of scheduling. That is, you set up an event electronically and then get the same technology to remind you when the event occurs. That way, your mind doesn't have to waste energy fretting about missing the event, because you know your technology has your back.

With G Suite, the technology of choice for doing this is Calendar and its Notifications feature. When you add a notification to an event, Calendar

automatically displays a reminder of the event in the form of a pop-up window, similar to the one shown in [Figure 3-11](#).

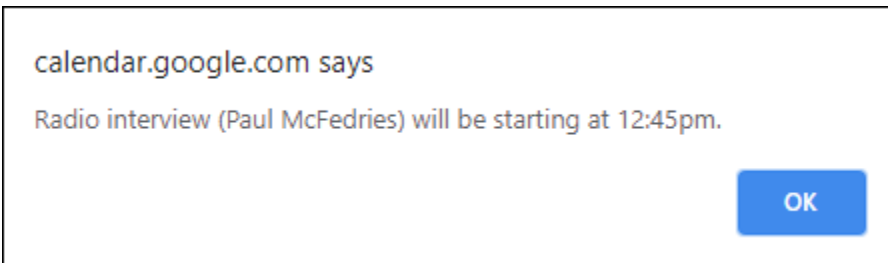


FIGURE 3-11: An example of a Calendar notification.

By default, Calendar sets up all regular events with a notification that appears ten minutes before the event. Here are the steps to march through in order to set up a custom event notification.

- 1. Create the event as I describe earlier in this chapter, in the section “[Adding an event.](#)”**

If you want to modify an existing event, navigate to the date of the event, click the event to open the event's summary dialog box, and then click Edit Event (the Pencil icon). Skip to Step 3.

- 2. Click More Options to open the event details.**

The Event Details tab includes a notification area, the particulars of which are pointed out in [Figure 3-12](#).

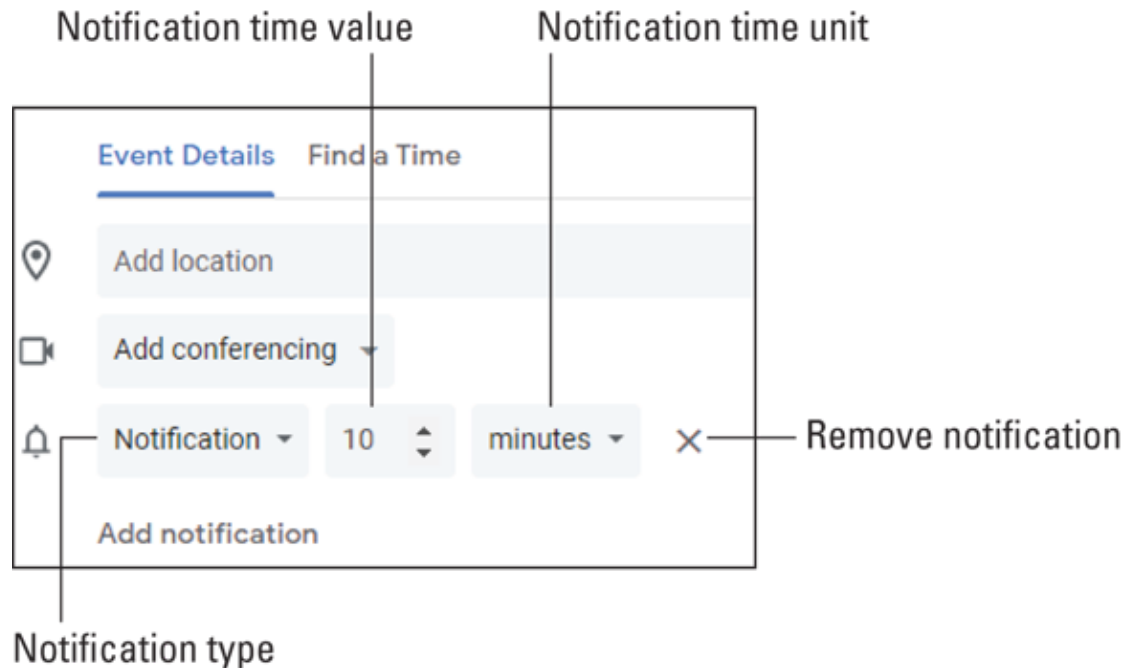


FIGURE 3-12: Use the notification area to set up your custom notification.

3. Use the **Notification list** to select a time unit — **Minutes, Hours, Days, or Weeks**.
4. Use the **Notification spin box** to set the time value.
5. To add another notification (hey, you can't be too careful these days), click **Add Notification** and then repeat Steps 3 and 4 for the new notification that shows up.
6. Click **Save**.

Calendar updates the event with your custom notification.



TIP The default notification is a web browser pop-up window, but you can choose to have your notification emailed to your Gmail address. To switch to the Email Notification type, follow Steps 1 and 2 in the preceding list, and then use the Notification Type list (refer to [Figure 3-12](#)) to select Email.

Nudge, nudge: Creating a reminder

The Calendar app is an excellent tool for tracking appointments, meetings, and other events. By adding a notification to an event, you get a digital tap on the shoulder to remind you when and where your presence is required.

However, your days are likely littered with tasks that might be called *subevents*. These are things that need to be done at a certain point during your day but don't rise to the level of full-fledged events: returning a call, say, or making a reservation at a restaurant. If you need to be reminded to perform such a subevent, it seems like overkill to crank out a regular event.

Fortunately, Calendar offers a better solution: a *reminder*, which is a simple nudge that tells you to do something, to be somewhere, or whatever. This nudge comes in the form of a browser pop-up window (see [Figure 3-13](#)) that appears on your screen at a time you specify.

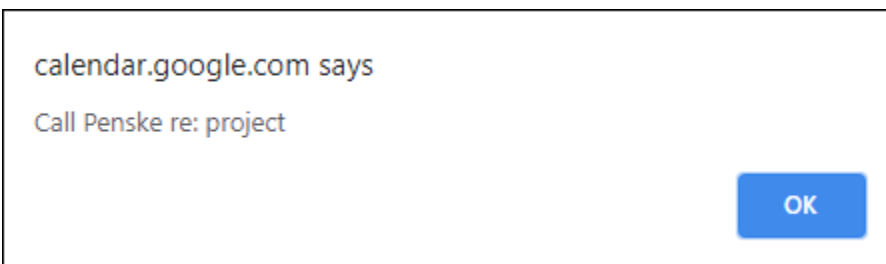


FIGURE 3-13: Use the Reminders tab to tell Calendar all about your reminder.

Here are the steps to follow to create a reminder in Calendar:

1. **Navigate to the date on which you want the reminder to appear.**
2. **Switch to either Day view or Week view.**
3. **Click the time you want the reminder to appear.**
4. **Use the Add Title box to enter the text that you want to appear in your reminder.**
5. **Click the Reminder tab.**

Calendar switches to the interface you see in [Figure 3-14](#).

6. **If the reminder's time is incorrect, click the time and then either edit it to the correct time or choose the time you want from the**

list.

7. **If you want the reminder to recur, click Doesn't Repeat and then choose or create a recurrence interval.**
8. **If you want the reminder to appear on your calendar (and in your Scheduled view) but not display a notification at a particular time, select the All Day check box.**

Wait a second, I hear you protest, a reminder that doesn't remind you about itself? What's the point of *that*? Okay, I have to be honest here: I have no idea why Calendar includes the All Day check box. It's there, I mentioned it, so can we move on? Thank you.

9. **Click Save.**

Calendar adds the reminder to the Events area.

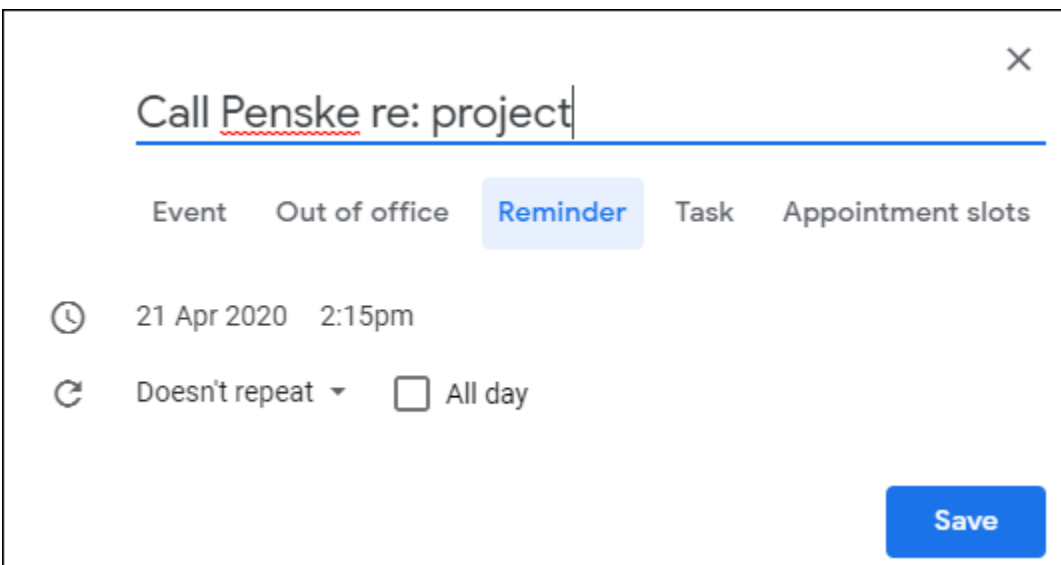
A screenshot of a calendar reminder creation dialog box. At the top, there is a text input field containing "Call Penske re: project" with a cursor at the end. Below the input field are five tabs: "Event", "Out of office", "Reminder" (which is selected and highlighted in blue), "Task", and "Appointment slots". Under the "Reminder" tab, there is a clock icon followed by the text "21 Apr 2020 2:15pm". Below that is a refresh icon followed by a dropdown menu showing "Doesn't repeat" and a checkbox labeled "All day" which is currently unchecked. In the bottom right corner, there is a blue button with the text "Save".

FIGURE 3-14: Use the Reminder tab to tell Calendar all about your reminder.



TIP If you don't want your reminders cluttering Calendar's Events area, you can hide them by deselecting the Reminders check box in the My Calendars section of the main menu.

Things to do: Creating a task

One of the secrets of modern-day productivity (and sanity) is a simple maxim: Get all the tasks you need to do out of your head and into some kind of recorded form. That way, you can stop endlessly ruminating on everything you need to do because now you know those tasks are safely recorded and can't be forgotten.

In days of yore, the medium of choice for recording tasks was the venerable paper to-do list. You can still go that classic route, if you choose, but your G Suite account comes with a Tasks app that you can use to maintain an electronic to-do list for all those seemingly endless chores and responsibilities that litter your days.

Creating a task in Calendar

I show you how to work with the Tasks app directly a bit later in this chapter, but for simple tasks you can work directly in Calendar. Here are the steps to follow to create a new task in Calendar:

- 1. Navigate to the date on which you want the task to appear.**
- 2. Switch to either Day view or Week view.**
- 3. Click the time you want to start your task.**
- 4. Use the Add Title box to enter a title for the task.**
- 5. Click the Task tab.**

Calendar switches to the interface shown in [Figure 3-15](#).

Set up team rugby match

Event Out of office Reminder **Task** Appointment slots

🕒 19 Aug 2020 3:30pm All day

☰ Gather the team to distribute uniforms, helmets, first-aid kits, liability waivers.

☰ My Tasks ▾

Save

FIGURE 3-15: Use the Task tab to set up a task in Calendar.

- 6. If the task's time is incorrect, click the time and then either edit it to the correct time or choose the time you want from the list.**
- 7. If you want the tasks to appear on your calendar (and in your Scheduled view) but not at a particular time, select the All Day check box.**
- 8. Use the Add Description text box to enter a summary of what the task is about.**
- 9. Click Save.**

Calendar adds the task to the Events area and to the Tasks app.



TIP

If you don't want your tasks littering Calendar's Events area, you can hide them by deselecting the Tasks check box in the My Calendars section of the main menu.

Creating a task in the Tasks app

You can also use the Tasks app directly to add a task. One benefit you get with the Tasks app is the ability to create one or more *subtasks*, which are tasks performed within another task. For example, a task titled Organize Trip to Vanuatu might include subtasks such as Purchase Plane Tickets, Book Hotel Room, and Find Out Where Vanuatu Is.

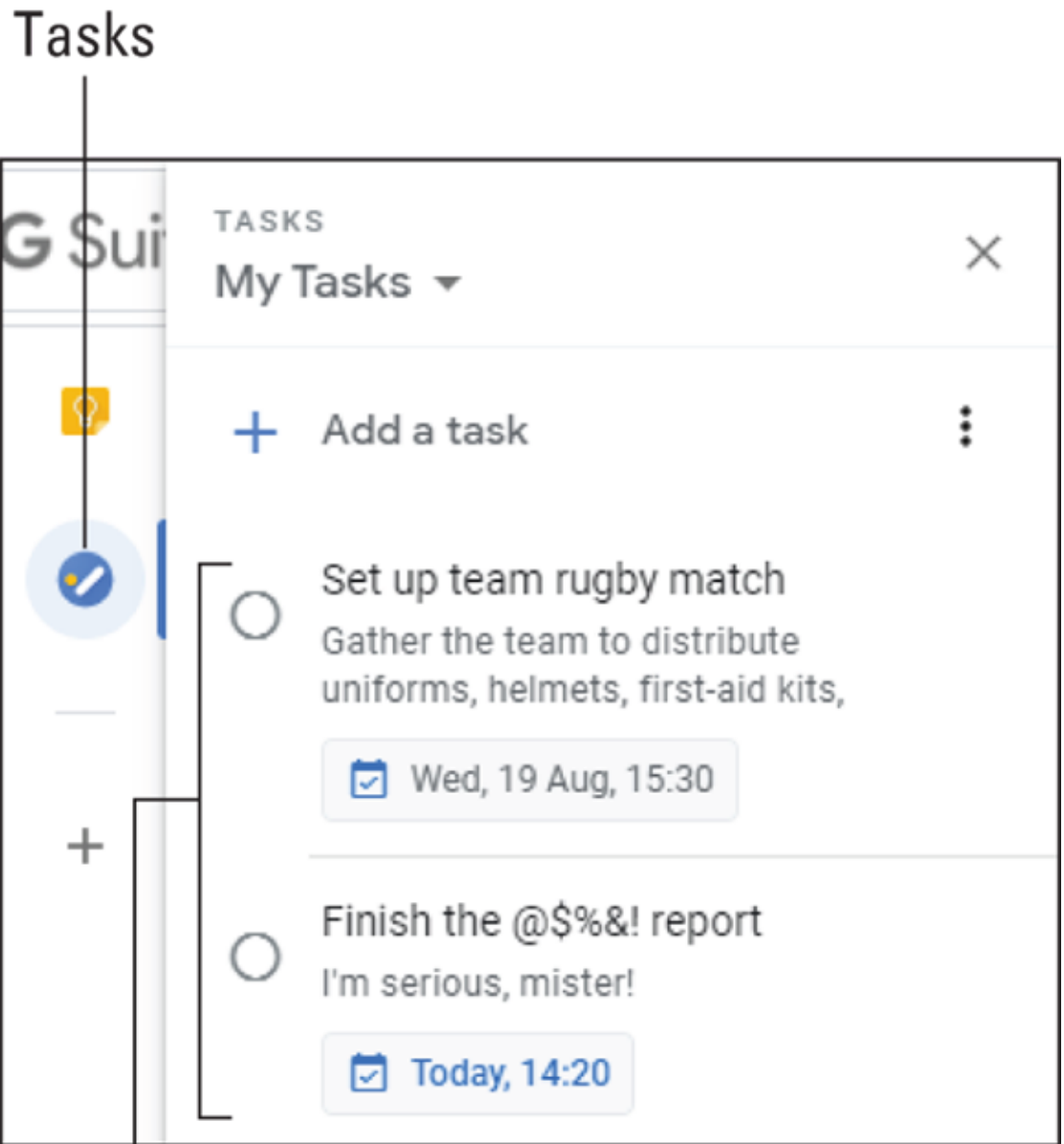
Here are the steps to follow to create a new task using the Tasks app:

1. In Calendar's side panel, click Tasks.

Calendar opens the Tasks pane, which looks uncannily similar to the one shown in [Figure 3-16](#).



REMEMBER As I mention in [Chapter 2](#), in the section about taming the email beast, Gmail's side panel also has a Tasks icon, so you can also follow these same steps to create a task when you're working in Gmail.



Existing tasks

FIGURE 3-16: Clicking the Tasks icon opens the Tasks pane.

- 2. Click Add a Task.**
Tasks creates a new task with a text box ready for editing.
- 3. Enter a title for the task.**

4. **If you don't need to specify anything else about the task (such as the time you want to start the task), press Enter or Return and skip the rest of these steps.**
5. **Click Edit Details (the Pencil icon that appears on the right side of the task).**
Tasks displays the details for the task.
6. **Use the Add Description text box to enter a summary of what the task is about.**
7. **To add a date and/or time for the task, click Add Date/Time, click a date, enter a time, and then click OK.**
8. **To create a subtask, click Add Subtasks and then type the subtask title.**
9. **Repeat Step 8 for each subtask you want to add.**
[Figure 3-17](#) shows a task with a few subtasks added.
10. **Click Back (the left-pointing arrow in the top-left corner of the task details pane).**
Tasks displays the task and its subtasks in the Tasks pane.

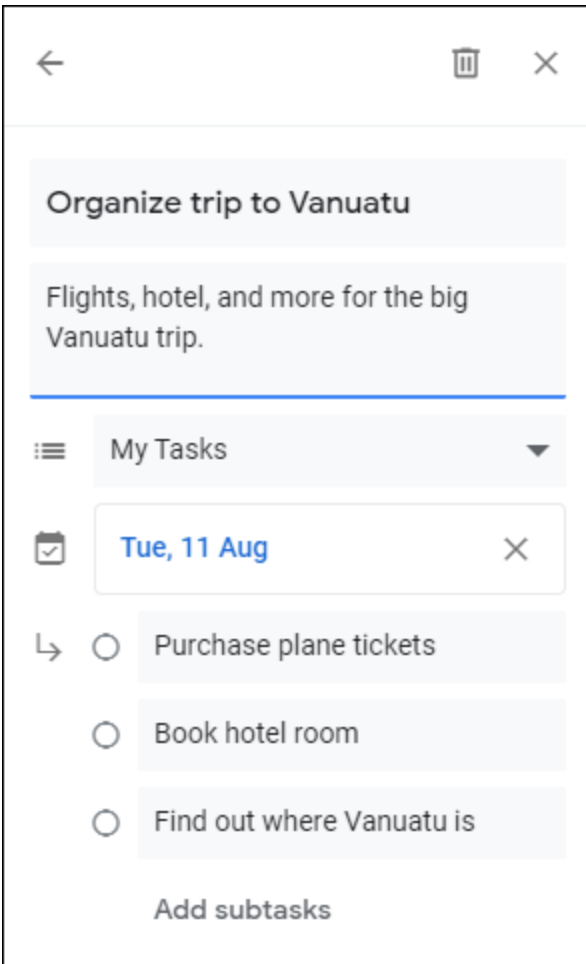


FIGURE 3-17: Click Edit Details to specify a date, time, and subtasks for the task.

Going Calendar Crazy: Adding Even More Calendars

The Calendar app comes with five calendars right out of the box: one each for your events, reminders, and tasks; a Birthdays calendar for birthdays listed in Contacts; and a Holidays calendar for your country. That's a lot of calendars, but it's not every calendar you can display, not by a long shot. If you have a hankering to know what's going on, you can add all kinds of calendars.

Most of the calendars you can add belong to other people, so I talk about that topic in detail in [Chapter 12](#). For now, though, you can create one or more other calendars for your own use. For example, you might want to

use the original calendar for business events only and create a second calendar for personal stuff.

Here's how to create a new calendar:

1. **On Calendar's main menu, click Add Other Calendars (the plus sign [+]) that appears in the Other Calendars section).**
2. **Click Create New Calendar.**
Calendar opens Settings and displays the Create New Calendar section, as shown in [Figure 3-18](#).
3. **Use the Name text box to name your new calendar.**
4. **(Optional) Use the Description box to enter a description of your calendar.**
5. **Use the Time Zone list to select the time zone you want to use with this calendar.**
6. **Click Create Calendar.**
Calendar creates the new calendar and adds it to the My Calendars list.

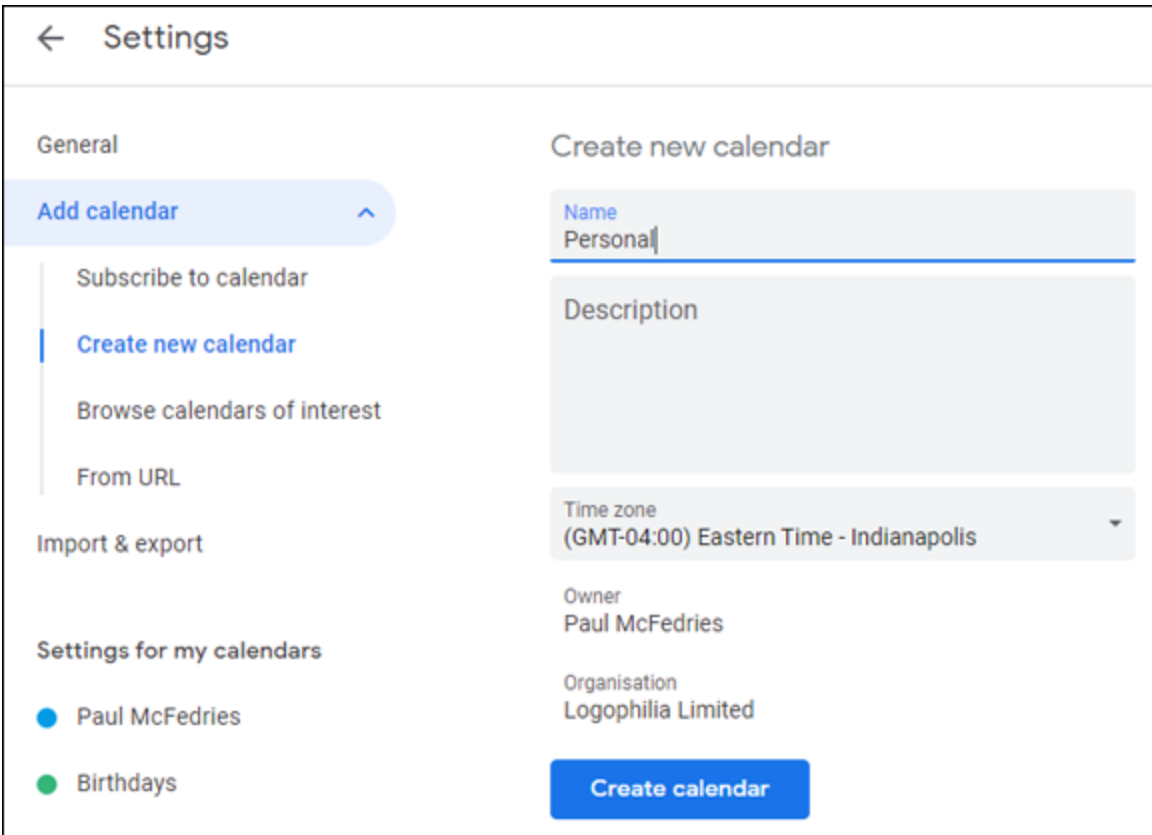
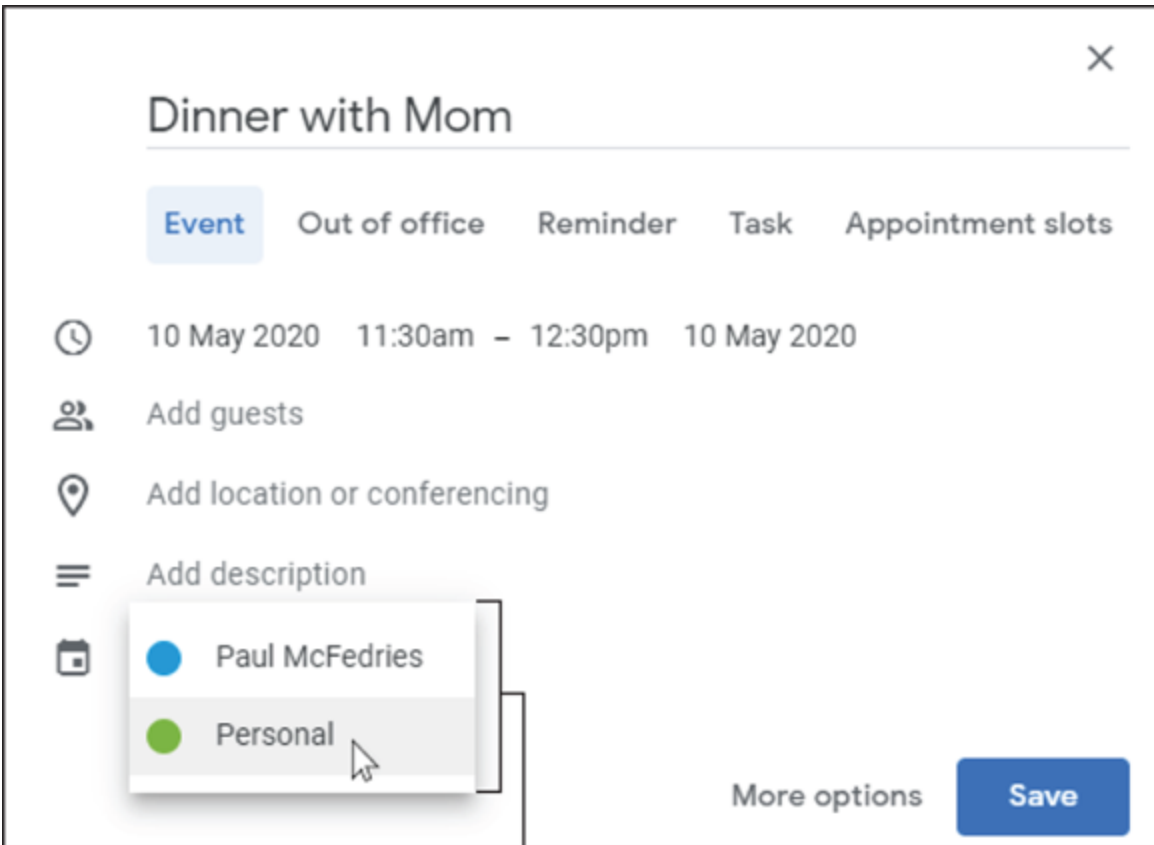


FIGURE 3-18: Use the Create New Calendar section to set up your calendar.

With your new calendar up and running, you now have an extra step to negotiate when you create an event. As shown in [Figure 3-19](#), the Event tab now includes a list of your event calendars, and you need to select the calendar in which you want the event to appear.



Select the calendar to use for the new event.

FIGURE 3-19: With multiple calendars on the go, you need to select which calendar to use for each new event.