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Twitter Thread by Harsh Makadia





10 Google Calendar tips so good that you'll kick yourself for not knowing them :

1. Create New Calendar Event

use https://t.co/eFpzENNmRR to quickly create a new calendar event.

Save time by avoiding multiple clicks.

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2. Daily Email Digest

Start your day with a daily agenda in your Gmail inbox, based on your Google Calendar schedule.

To Activate:

1. Go to settings

2. Settings for my calendars

3. Go to Other notifications

4. Daily Agenda \rightarrow Select Email

← Settings			2 - 1 - 1 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -
	Other notifications 2		
Settings for my calendars	Receive email notifications when changes are made to this calendar.		
🔹 Harsh Makadia 💦 🔿	New events	Email +	
Calendar settings	An even is about to this calendar		
Access permissions for	An event on this calendar is changed	Email +	
Share with specific people	Canceled events An event on this calendar is cancelled	Email +	
Event actifications	Event responses	Email *	
All des susst actifications	Guests respond to an event on this calendar		
All-day event nonnoacions	Daily agends Receive a daily email with the agenda for this calendar	None -	
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Integrate calendar		3 E-mail	
Remove calendar	- Olenter D		
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3. Display World Clock and Secondary Timezone

Never leave the calendar to check the time in another timezone.

Everything at one place, 10X Productivity.

To Activate:

- 1. Go to settings
- 2. World Clock, Add countries you want



4. Advanced Search

Unlock results faster with smart search.

Everything works just like the Gmail Advanced filter.

Search faster, Save time.

← Search	Q Search		1.000
June 2022	Search in What	Active calendars + Keywords contained in event	Ø
5 M T W T P 5 29 20 21 1 2 3 4 5 6 7 8 9 10 11	' Who Where	Enter a participant or organizer Enter a location or room	0
12 13 14 16 16 17 18 19 20 21 22 23 34 25 26 27 28 29 30 1 2	Doesn't have	Keywords not contained in event From date to To date	^ ^
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5. Hide / Show Weekends

In seconds, switch between weekend and weekday views.

Stay focused on what matters the most.



6. Merge Multiple Account Calendars into One

Want to combine your work and personal calendar to keep track of everything?

Simple it is:

- 1. Share your calendar from one account
- 2. Accept the invite and start seeing in another account

← Settings		· · · · · ·
	Share with specific people	
Settings for my calendars	(2) · · · · · · · · · · · · · · · · · · ·	
Harsh Makadia		
Calendar settings	T Add people	
Access permissions for events	Learn more about sharing your calendar with someone	
Share with specific people		
Event notifications	Event notifications	
All-day event notifications	Receive notifications for events on this calendar.	
Other notifications	Notification - 10 minutes - X	
Integrate calendar	+ Add notification	
Remove calendar		
Birthdays		

7. Trash Calender

Ever deleted an event by mistake?

It's simple to retrieve them by simply heading to the Trash.

= 🗾 Calendar	Juli 2022 – Juli 2023	C (g) Schedule +	· · · · · · · · · · · · · · · · · · ·
	6 JUN, MON	Settings	
lune 2022	Showing events until Jun 6, 2023. Look for more	Trash	Ø
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India Time 5:54pm 🐤			
Los Angeles Ti 5:24am 🌜			
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Meet with			
Search for people			

8. Calendar Shortcuts

Learn these frequently used shortcuts :

Create event \rightarrow c Go to today's view \rightarrow t Day view \rightarrow d Week view \rightarrow w Month view \rightarrow m Agenda view \rightarrow a Search \rightarrow / Settings \rightarrow s

9. Chrome Extensions

Get Extra Options of Google Calendar with gCal-https://t.co/q0Pngi8F63

Button for Google Calendar https://t.co/CB9jiVJ7xf

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		31 Button for Google Calendar th

10. Publish a calendar to the website

Example: Embed GCal inside Notion

To Activate:

1. Go to settings

- 2. Select Calendar
- 3. Integrate calendar
- 4. Grab the embed code (Make sure the calendar is public)

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Thanks for checking this out.

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10 Google Calendar tips so good that you'll kick yourself for not knowing them :

- Harsh Makadia (@MakadiaHarsh) October 20, 2022