

Twitter Thread by Harsh Makadia



Harsh Makadia

[@MakadiaHarsh](#)

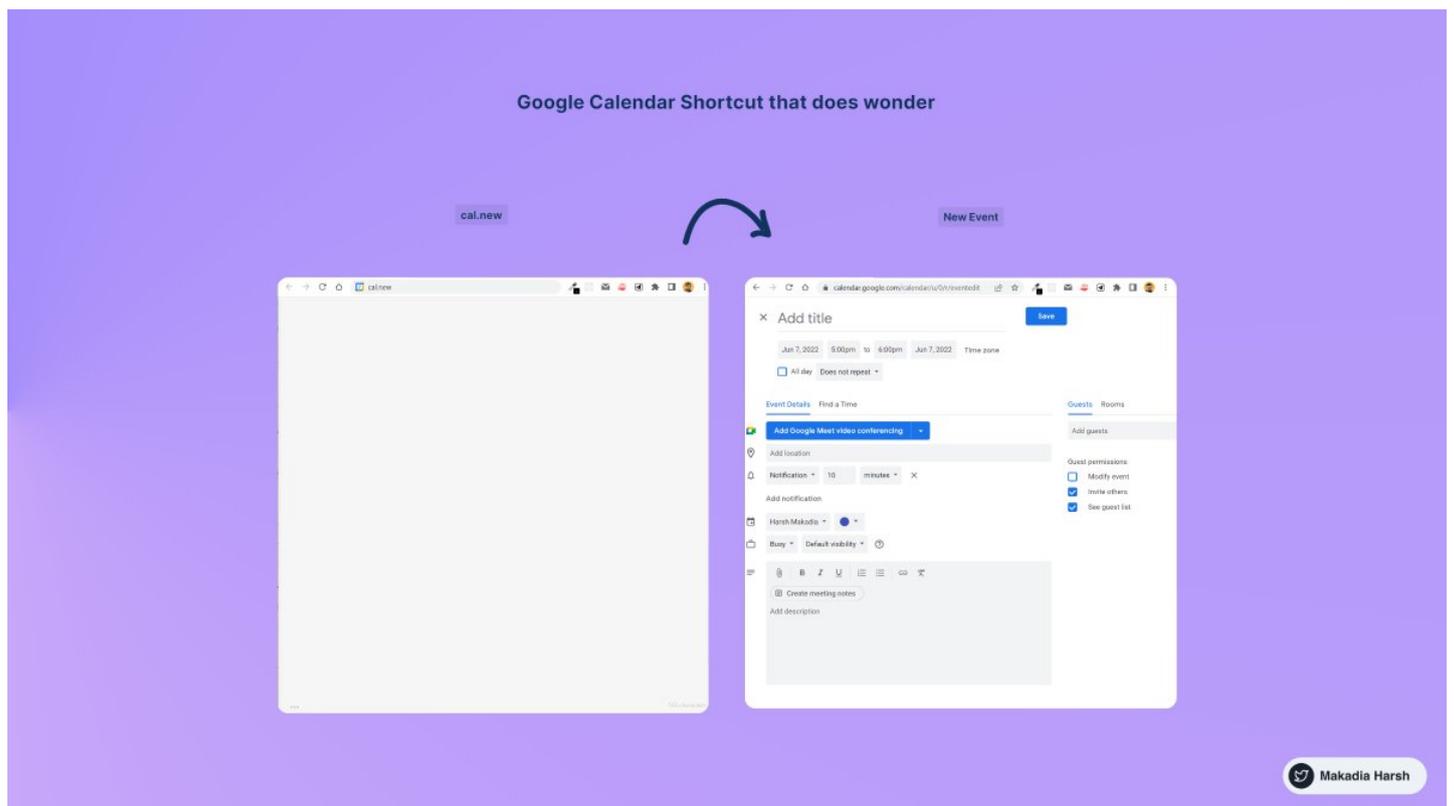


10 Google Calendar tips so good that you'll kick yourself for not knowing them :

1. Create New Calendar Event

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

Save time by avoiding multiple clicks.



2. Daily Email Digest

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

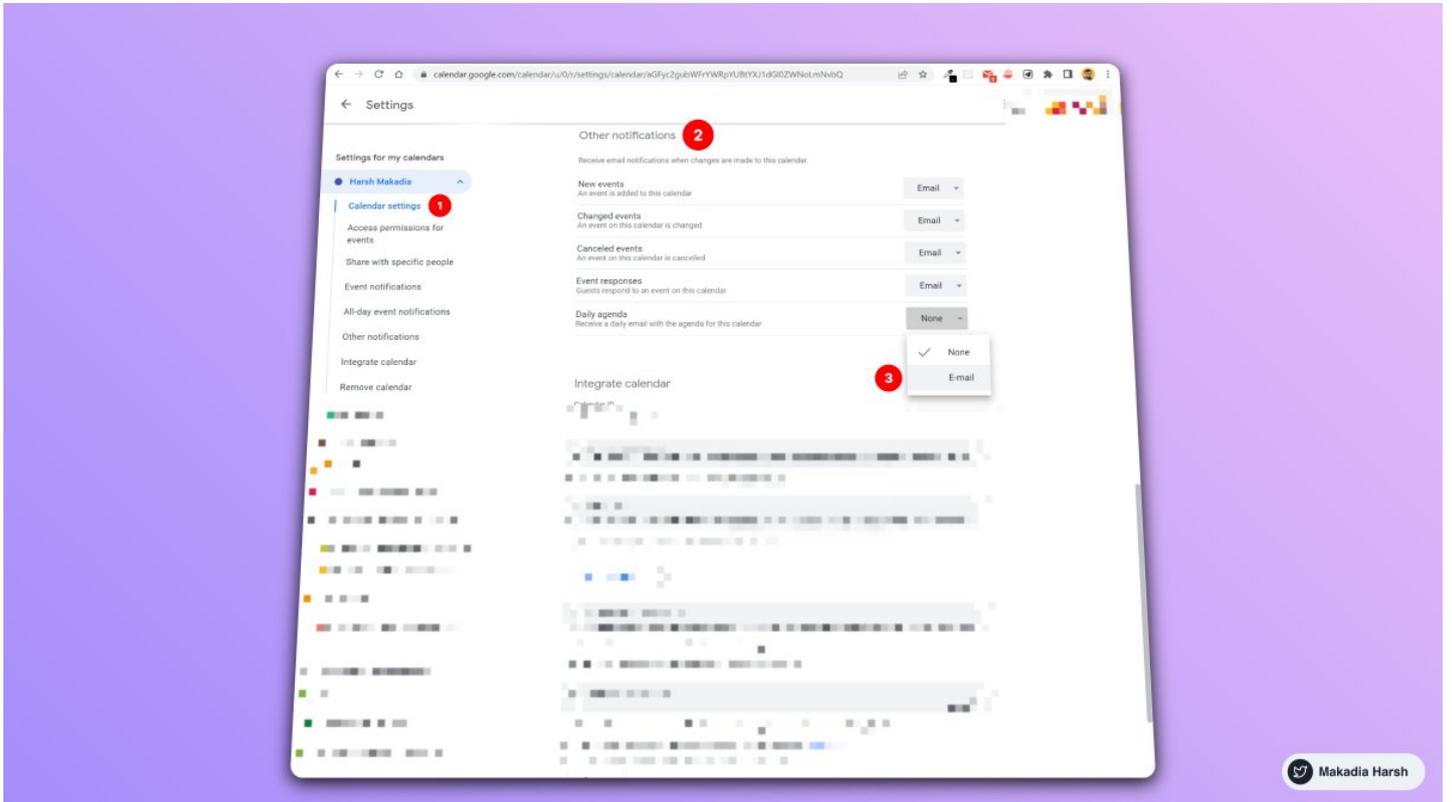
To Activate:

1. Go to settings

2. Settings for my calendars

3. Go to Other notifications

4. Daily Agenda → Select Email



3. Display World Clock and Secondary Timezone

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

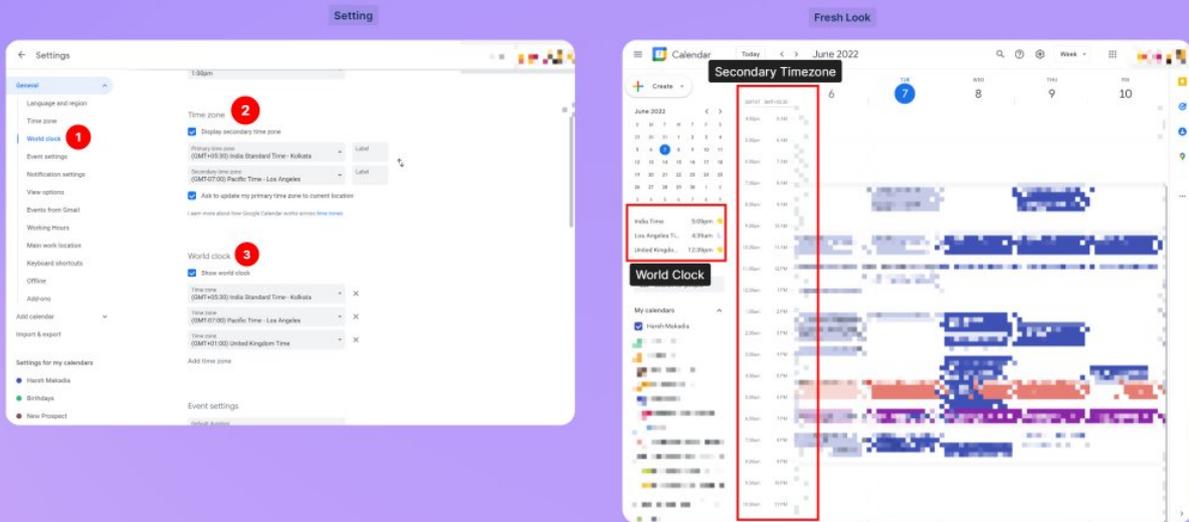
Everything at one place, 10X Productivity.

To Activate:

1. Go to settings

2. World Clock, Add countries you want

Google Calendar Settings

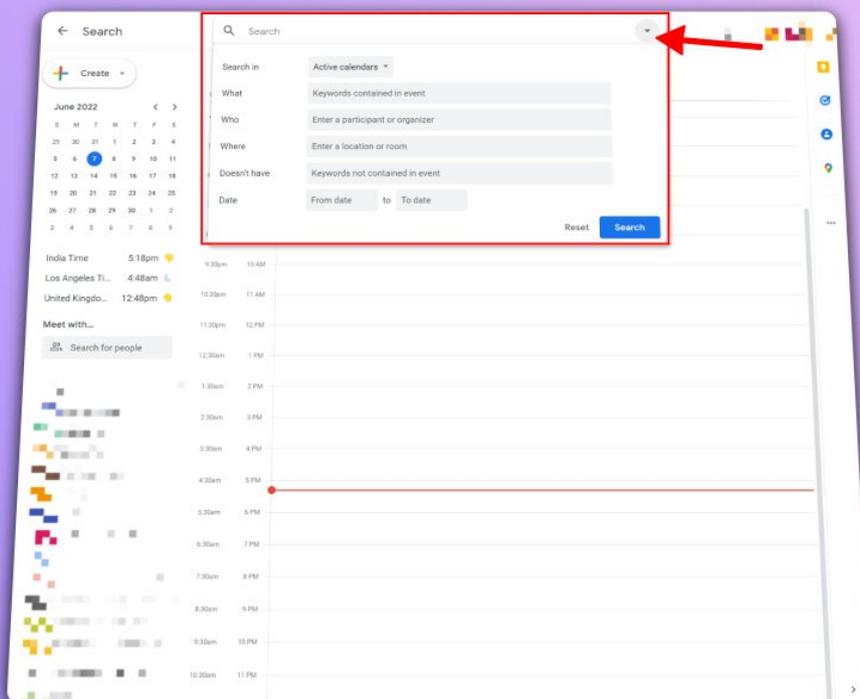


4. Advanced Search

Unlock results faster with smart search.

Everything works just like the Gmail Advanced filter.

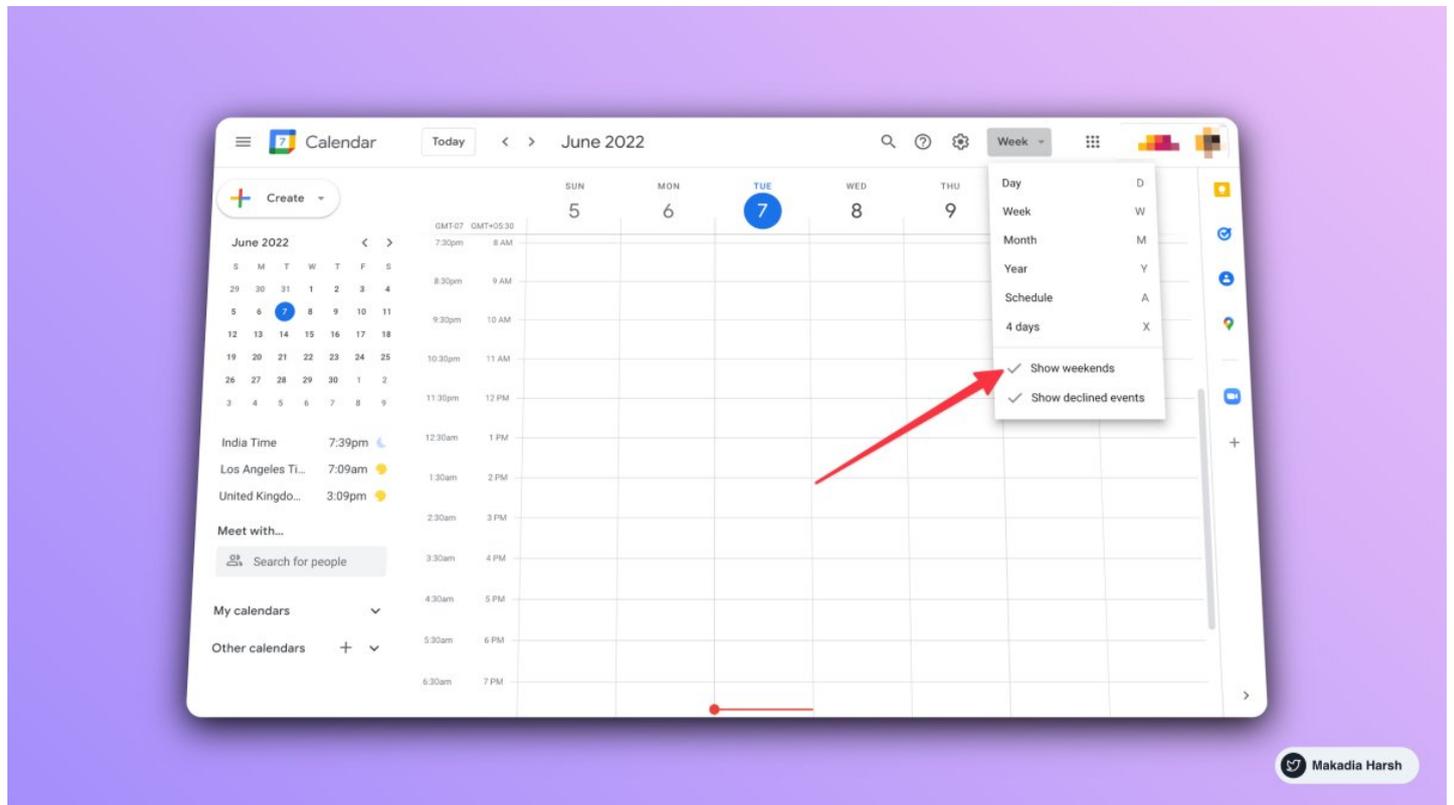
Search faster, Save time.



5. Hide / Show Weekends

In seconds, switch between weekend and weekday views.

Stay focused on what matters the most.

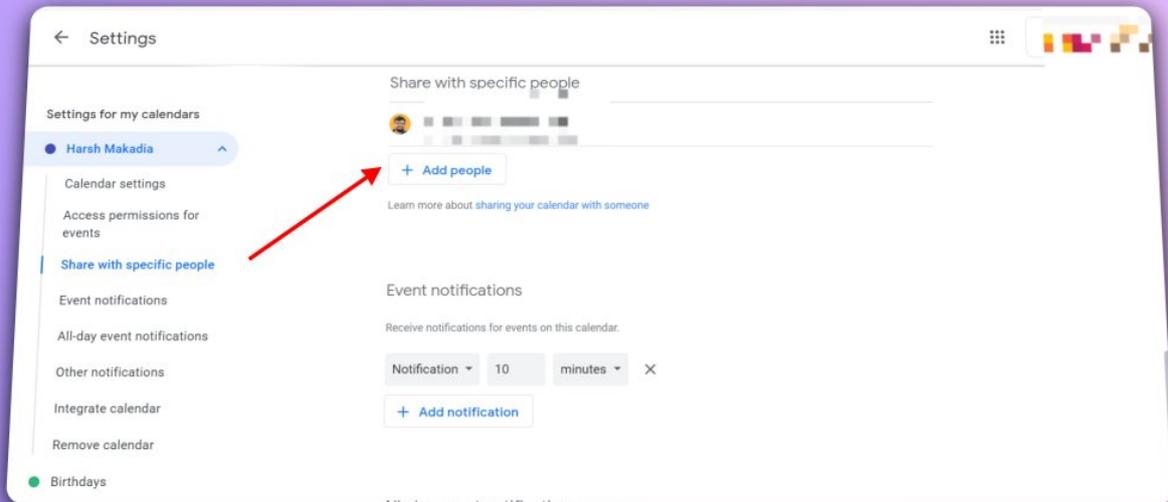


6. Merge Multiple Account Calendars into One

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

Simple it is:

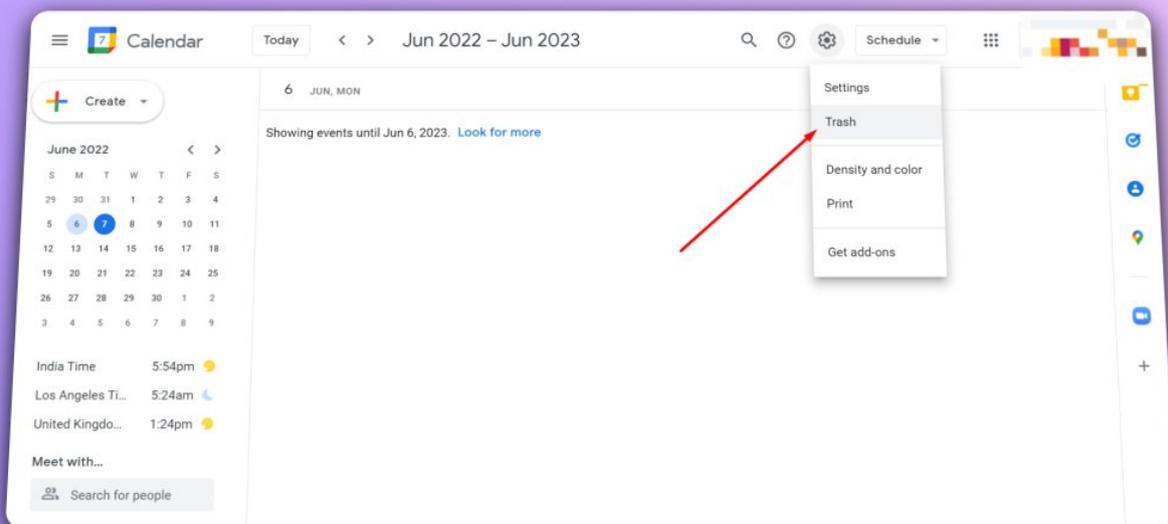
1. Share your calendar from one account
2. Accept the invite and start seeing in another account



7. Trash Calendar

Ever deleted an event by mistake?

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



8. Calendar Shortcuts

Learn these frequently used shortcuts :

Create event → c

Go to today's view → t

Day view → d

Week view → w

Month view → m

Agenda view → a

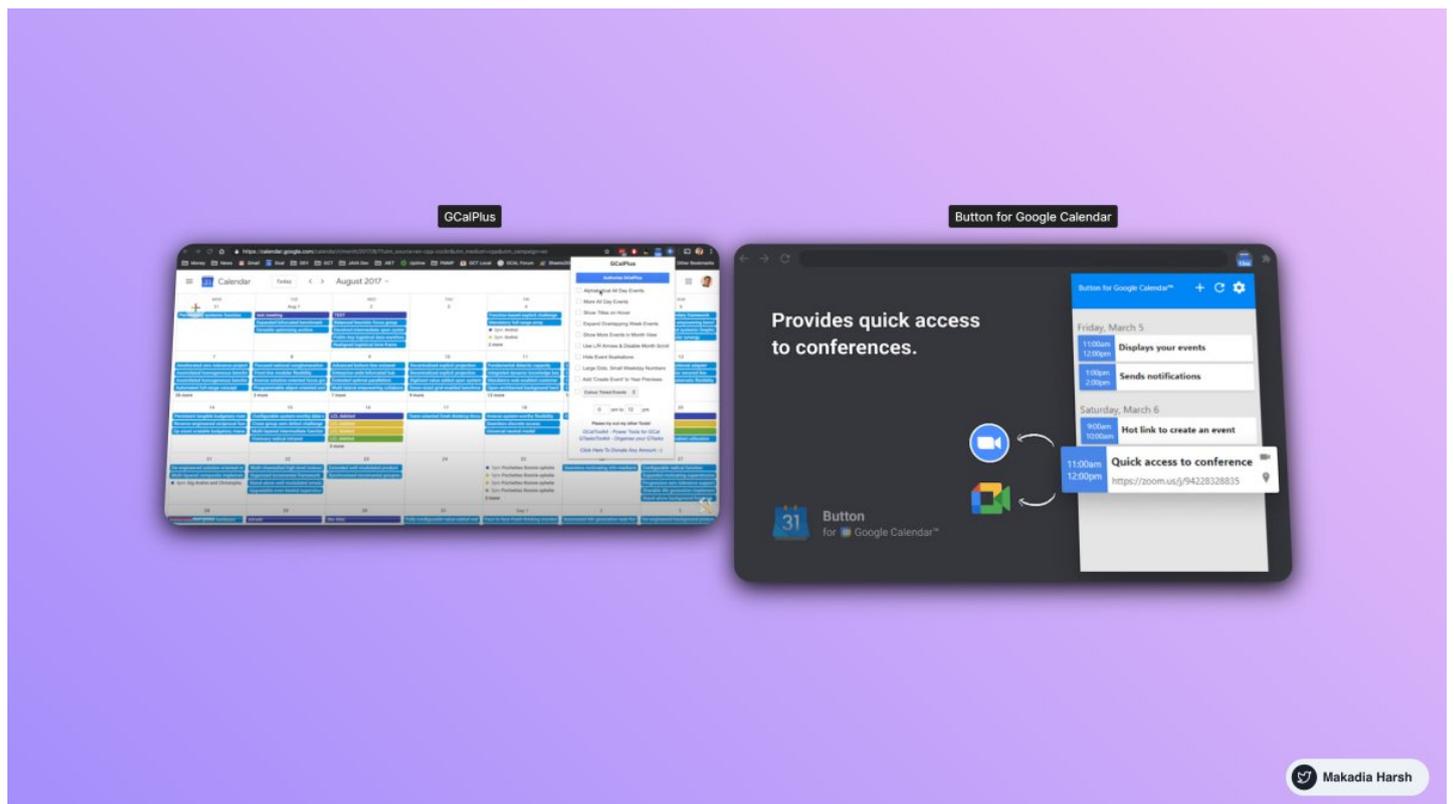
Search → /

Settings → s

9. Chrome Extensions

Get Extra Options of Google Calendar with gCal—<https://t.co/q0Pngi8F63>

Button for Google Calendar—
<https://t.co/CB9jiVJ7xf>



10. Publish a calendar to the website

Example: Embed GCal inside Notion

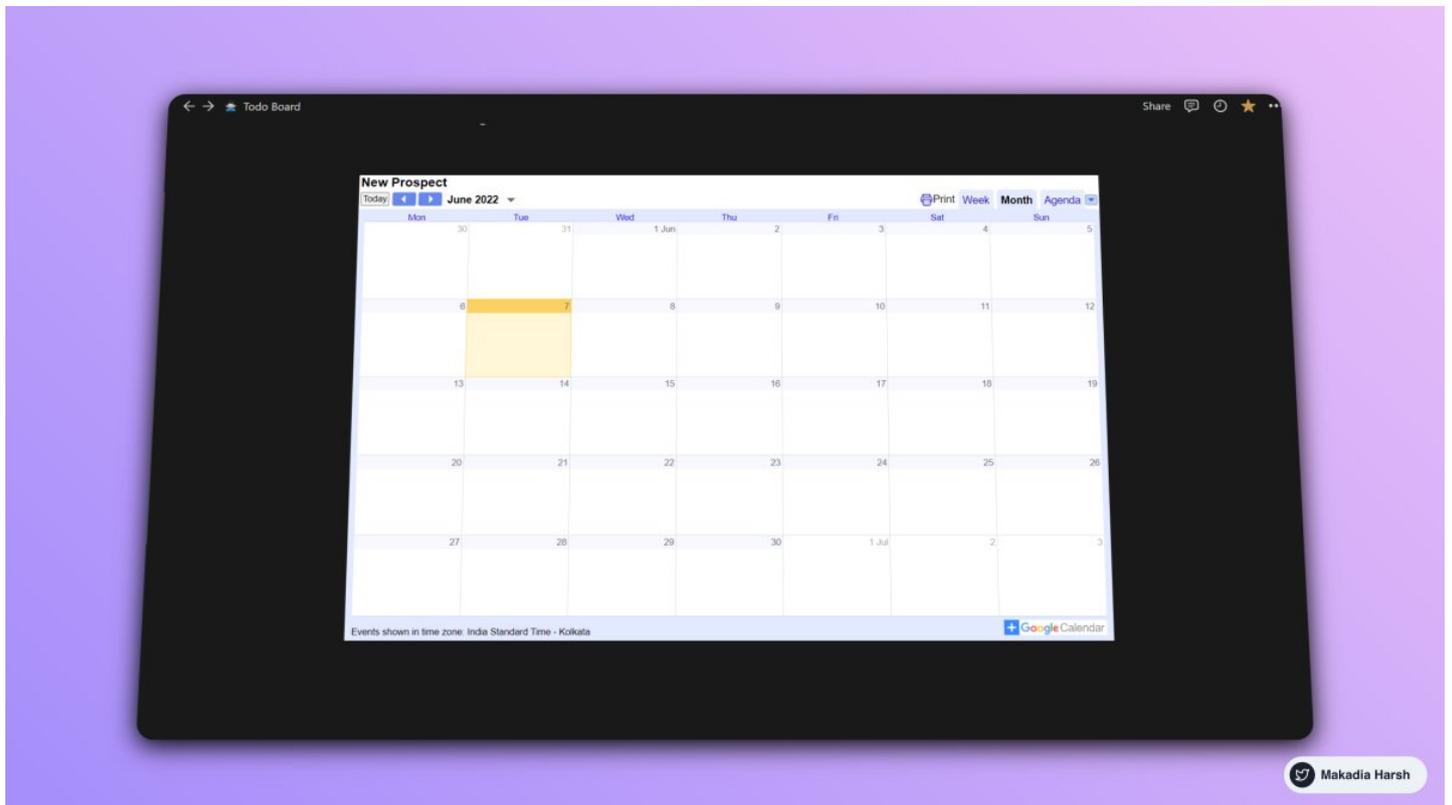
To Activate:

1. Go to settings

2. Select Calendar

3. Integrate calendar

4. Grab the embed code (Make sure the calendar is public)



Thanks for checking this out.

Follow [@MakadiaHarsh](https://twitter.com/MakadiaHarsh) for more such threads.

If you loved this thread, like and retweet the first tweet. <https://t.co/oTEiigx4i3>

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— Harsh Makadia (@MakadiaHarsh) [October 20, 2022](https://twitter.com/MakadiaHarsh/status/1484444444444444444)