“What Time Works Best for You?”: Using Appointment Scheduling Software to Save Time and E-mails

David Carson

Distance Education Librarian

CHAPMAN UNIVERSITY

Problem: Too Much Back and Forth

1. "Hi David, can we meet?"
2. "Sure, I'm available at these times. Which works best for you?"
3. "I can do tomorrow at 3."
4. "Someone just scheduled with me at that time. How about 4?"
5. "Yes, that works!"
6. "Here's the Zoom invitation. See you then!"

Solution: Scheduling Assistant Software

1. “Hi David, can we meet?”

2. “Sure, here’s the link to my schedule. Pick whatever time slot works best for you!”

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Lessons Learned

- Set boundaries
- Give options for length of time
- Watch out for overbooking

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