

Scheduling Aids

Trying to find a time to meet with an individual or group can be time-consuming and frustrating. Here are some scheduling aids.

[Doodle](#) is for polling a group for availability. It's widely familiar, but the free version has so many ads! They offer a team version for \$8.95 / user / month.

[Calendly](#) is what I use. People can book 1:1 meetings of various lengths, and I can also set up a poll similar to Doodle for easy group scheduling. As you can see in the picture, it syncs to my calendar, not offering times the week of March 10th when I'm out of office.

Outlook can embed the poll right into your email message. [Instructions are here](#).

Google also does this. [Instructions are here](#) (scroll down to the section "Offer available times to meet"). I also sometimes use this, as you can see in the picture.

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KAREN graham CONSULTING

Karen Graham

30 Minute Meeting

🕒 30 min

Select a Date & Time

March 2025

SUN MON TUE WED THU FRI SAT

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31

Time zone

🌐 Central Time - US & Canada (5:33pm) ▼

Jane Franklin

When would you like to meet?

Hi Jane, here are a few times when I'm available on Thursday. Just click a time to book it.

PROPOSED TIMES

Select the time you want to meet

Central Standard Time

[View in your time zone](#)

Thu, February 20

11am - 12pm

1pm - 2pm

3pm - 4pm