

Hi, all!

Here's a bit more info on how I block my networking time. It's useful because I don't have to reinvent the wheel anytime I want to remember to reach out to someone -- I have a place to put something three weeks from now, for instance, if that's when I need to follow up with someone. You want to make it as easy as possible, and you want it to work for you. I have mine set up 4 days a week, but you can put yours on the calendar, say, 2 days a week to start, and then see if you need more or less. Make it work for you.

I simply use Google Calendar and I have a daily recurring half hour where I put in the outreach I want to do. You go into that block of time for the day you want to do it, add it in the notes area, and then every day at the time you do your networking maintenance, you check the calendar. You don't have to remember things or find where you jotted down your notes, it's all there. No negotiation, you just do it.

The one thing is that Google will ask if you mean to change all events and you have to be VERY CAREFUL to only change this event or you will wipe out everything else on other days. To keep this from happening (or from being too disastrous if it does), I have a different recurring event for each day. So, for instance, if I goofed, all my Mondays would be lost, but I wouldn't have lost my Tuesdays because that's a separate event.

I've attached a screenshot of next Monday, so you can see what I mean. 30 minutes gives you time to do about 3 things, unless they're really short or you're essentially cutting/pasting the same message.

The screenshot shows the Google Calendar event creation interface. At the top, the event title is "Touch Base With:" with a close button (X) on the left and "Save" and "More actions" buttons on the right. Below the title, the date and time are set to "Feb 8, 2021 10:00am to 10:30am Feb 8, 2021 (GMT-08:00) Pacific Time - Los Angeles Time zone". There is an "All day" checkbox and a "Weekly on Monday" dropdown menu. The interface is divided into "Event Details" and "Guests" sections. Under "Event Details", there is a blue button to "Add Google Meet video conferencing", a location input field, a notification bell icon, a calendar icon with "Production Schedule" and a yellow dot, and a "Busy" status dropdown with "Default visibility" and a help icon. Under "Guests", there is an "Add guests" button and "Guest permissions" with checkboxes for "Modify event" (unchecked), "Invite others" (checked), and "See guest list" (checked). At the bottom, there is a rich text editor with icons for link, bold, italic, underline, list, and text color. The notes area contains the following text: "- Reach out to Lisa H - Zoom coffee to spitball project?", "- Email JM: time that works for her for coffee/screenwriting chat? See who wants to join us.", and "- TY card to Gk".