

DELTA Calendaring Recommendations

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Approved by DELTA SMT, after discussions with DELTA council

The DELTA SMT recommends the following NC State Google calendaring guidelines.

- 1 At a minimal level, we recommend that all DELTA staff share calendars with other DELTA staff as “blocks” only. “Blocks” only does not show the details of your meetings. In this manner, a co-worker can pull up your calendar, but events on your calendar will be marked “busy” with no other information unless you have selected to share them. This level of sharing would help make finding scheduling windows easier, but allows the calendar owner to decide what event details to share (by marking event details for specific meetings as “public” or “private” depending on sharing settings).
- 2 We strongly encourage DELTA workgroups and/or teams that work closely together and depend on shared calendaring protocols in order to do their work successfully should share their calendars, and where feasible, are encouraged to share event details. This can be decided by the teams and their supervisors.
- 3 Ultimately, the supervisors of a given team should decide how to best implement these recommendations, based on the extent to which the calendar is used to support the work of the group.
- 4 If you need technical help working with your calendar, ask around your office. Many DELTA staff are proficient calendar users!

All DELTA staff are expected to follow these calendaring protocols:

- Do not assume that simply because someone has an “open” block on their calendar, that they can or will automatically accept a meeting placed on their calendar at that time.
- Conversely, if a meeting is scheduled on your calendar, it should be considered an invitation, and not an obligation (unless otherwise directed by a supervisor). Thus, if something gets scheduled for you at a time that isn’t optimal, discuss with your colleagues and try to work something out.
- Do not make assumptions about the nature of any given meeting that you do see the event details for. We each often meet with similar constituents, and even with our colleagues within DELTA, for different purposes.
- Do not give DELTA staff members’ locations out, or any meeting information out, to others (internal or external). You may be able to see more detail than someone else for a reason.
- Do not schedule over other meetings without asking those affected first.
- If you have two conflicting meetings that both seem high priority, you can discuss with your supervisor regarding which to attend and which to decline/reschedule.

Some best practices for calendaring:

- HOLD is a great word to use on your calendar if you are in the office but you need to protect your time to work on pressing projects. Using “HOLD” indicates that you need that time to not be scheduled by others. If someone has a HOLD on their calendar, please check with them before scheduling their time.
- TENTATIVE HOLD is a way to mark your calendar to hold the time, that you may, or may not need, while you arrange scheduling for a particular block of time.
- OUT OF THE OFFICE lets folks know you are not available, at all, for scheduling. If someone has an OUT OF THE OFFICE on their calendar, do not schedule them.
- TRAVEL can be used to buffer times around meetings that are away from your normal workplace or on a large block when you’re in transit during the day between lots of meetings and, during this time, are hard to catch. Additional meetings should not be scheduled during TRAVEL time.
- When time is marked on a calendar as BUSY, this indicates a meeting or event that is private, and colleagues will not have access to the meeting details. Remember, when you are creating an entry, if you mark it PRIVATE, or, if by default your meetings are private, the word BUSY is what others see on your calendar. Do not schedule meetings during times colleagues have marked BUSY without asking them first. Please keep in mind that if, by default, you do not share event details that all your colleagues will see is BUSY.
- TELECOMMUTING tells your colleagues that you are not in the office but that you are available (and per DELTA’s SOP, responsible) for work-related activities. You should provide contact information on your calendar (e.g. call cell or use email or IM, etc.) when telecommuting for colleagues who need you for work related activities. Telecommuting “blocks” should be marked public to indicate you are working/available for work but away from your primary duty station. However, the availability of event details for meetings, work, etc. completed during a telecommuting period is up to an individual and his/her supervisor.