

3.3.29: Introduction to Scheduling a Meeting

What you'll learn to do: Use common planning tools to schedule business meetings

Obviously, before you conduct a meeting, you need to plan and schedule it. Often, getting everyone in the same space—physical, mental, or cyber—is the most challenging aspect of having a meeting. Luckily, there are sites and software that can make planning and scheduling a lot easier.

For planning, there are polling tools, such as SurveyMonkey.

For scheduling, there are two kinds of tools:

- Scheduling sites, such as Doodle and Calendly.
- The scheduling tools on your company's calendar software, such as Outlook, Google Calendar, or Mac Calendar. We'll talk about these in a bit.

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