“Move my 1:1 with Sam so I can do the board call, but not into Thursday, I’m flying.”

Five seconds to say.
Five problems to solve.



Here’s what an EA hears

Swipe through →



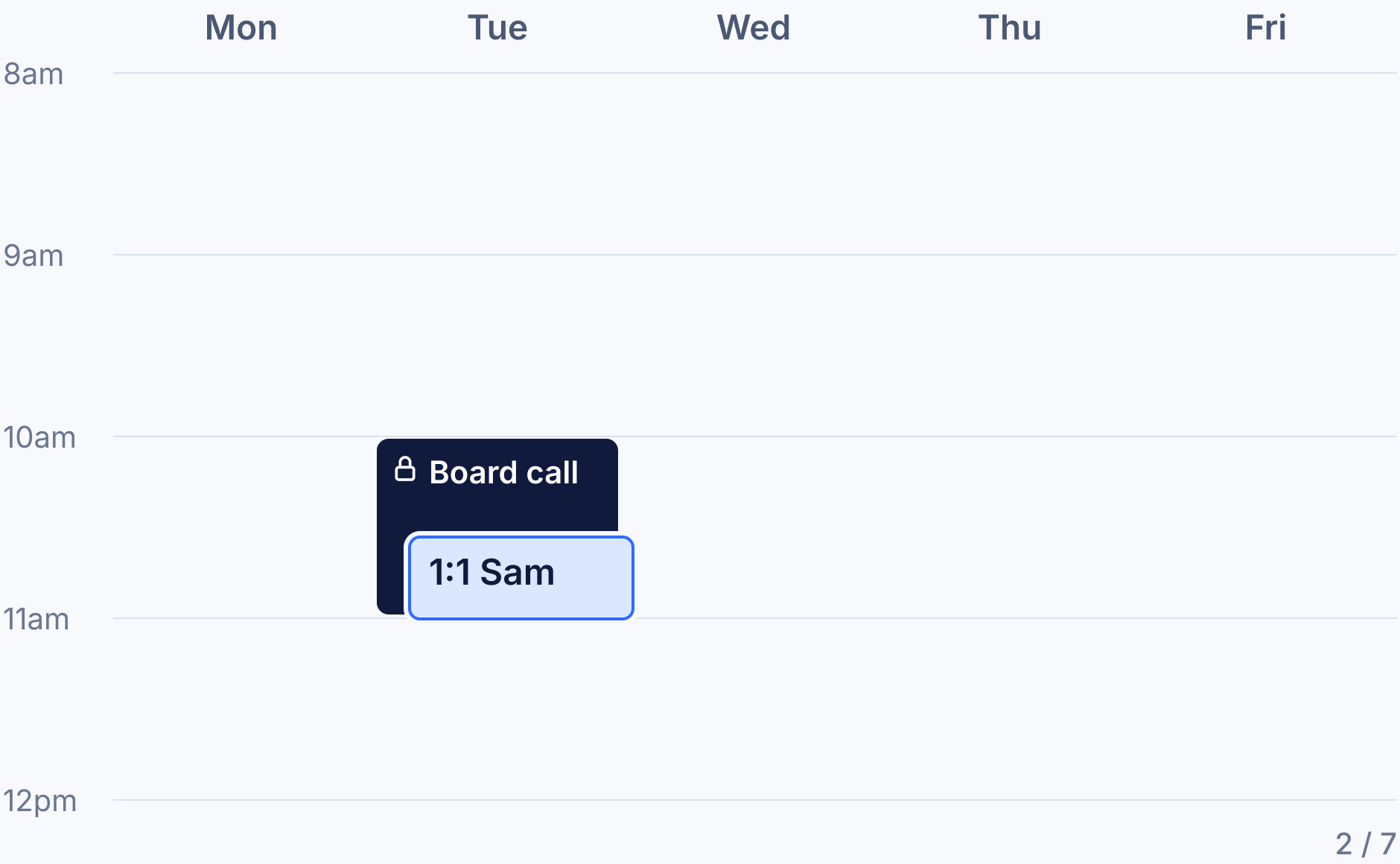
Problem 1 of 5

The board call can’t move.

It’s at the same time as the 1:1, and it’s locked.



Okay. That one stays put.



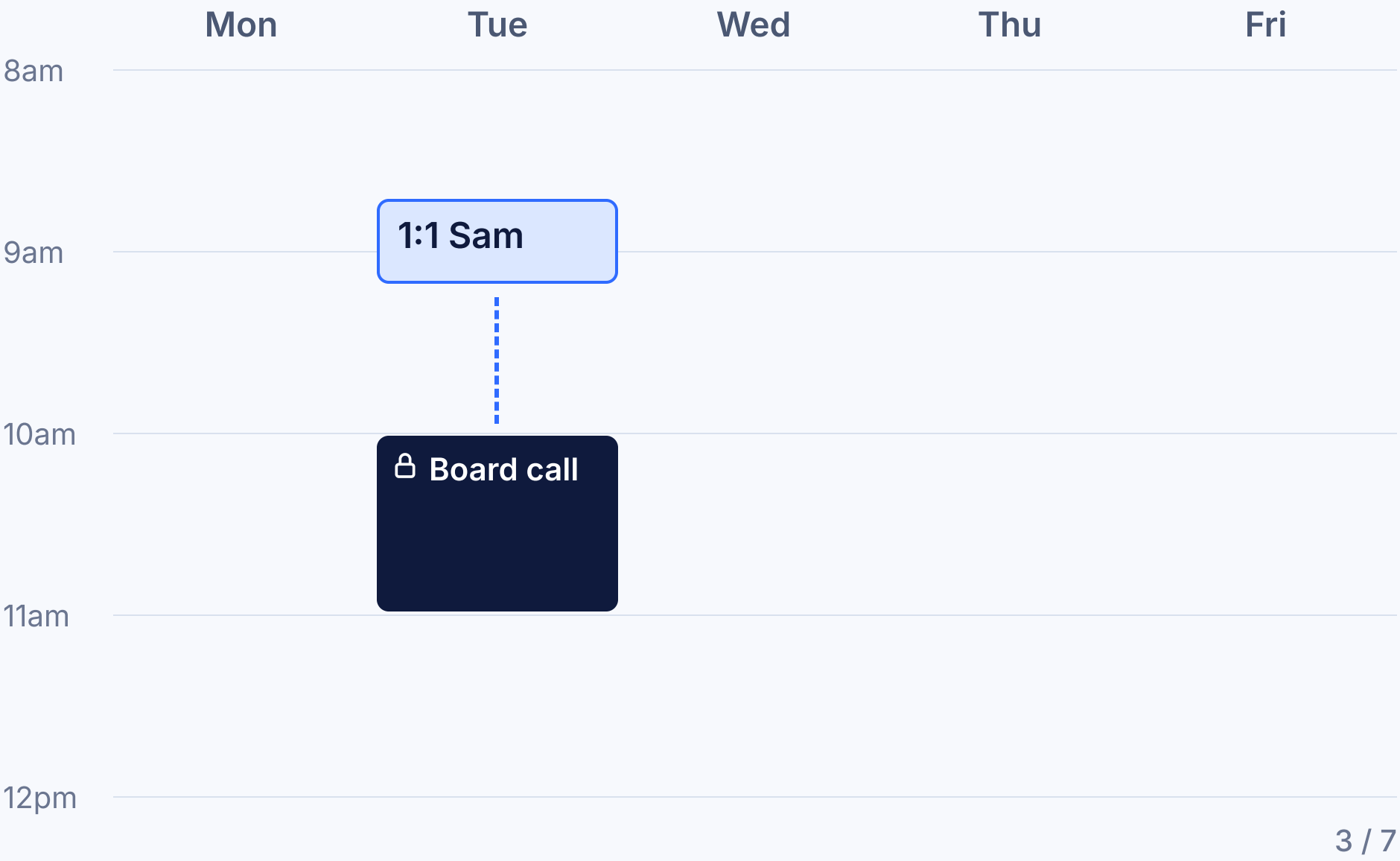
Problem 2 of 5

So the 1:1 has to.

It needs a new time that works for both people.



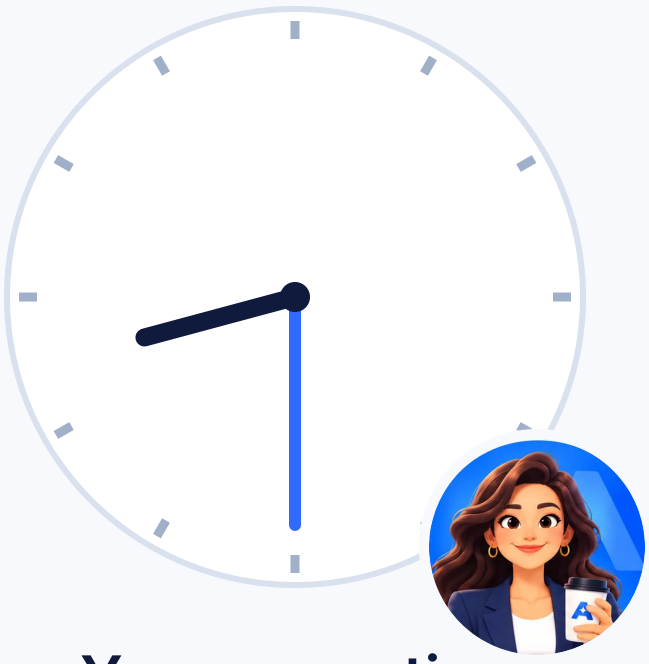
So where does Sam go?



Problem 3 of 5

Sam is in London.

Eight hours ahead of Pacific, so the workday overlap is short.



Your executive

8:30 am Pacific

San Francisco



Sam

4:30 pm

London



That leaves a short window.

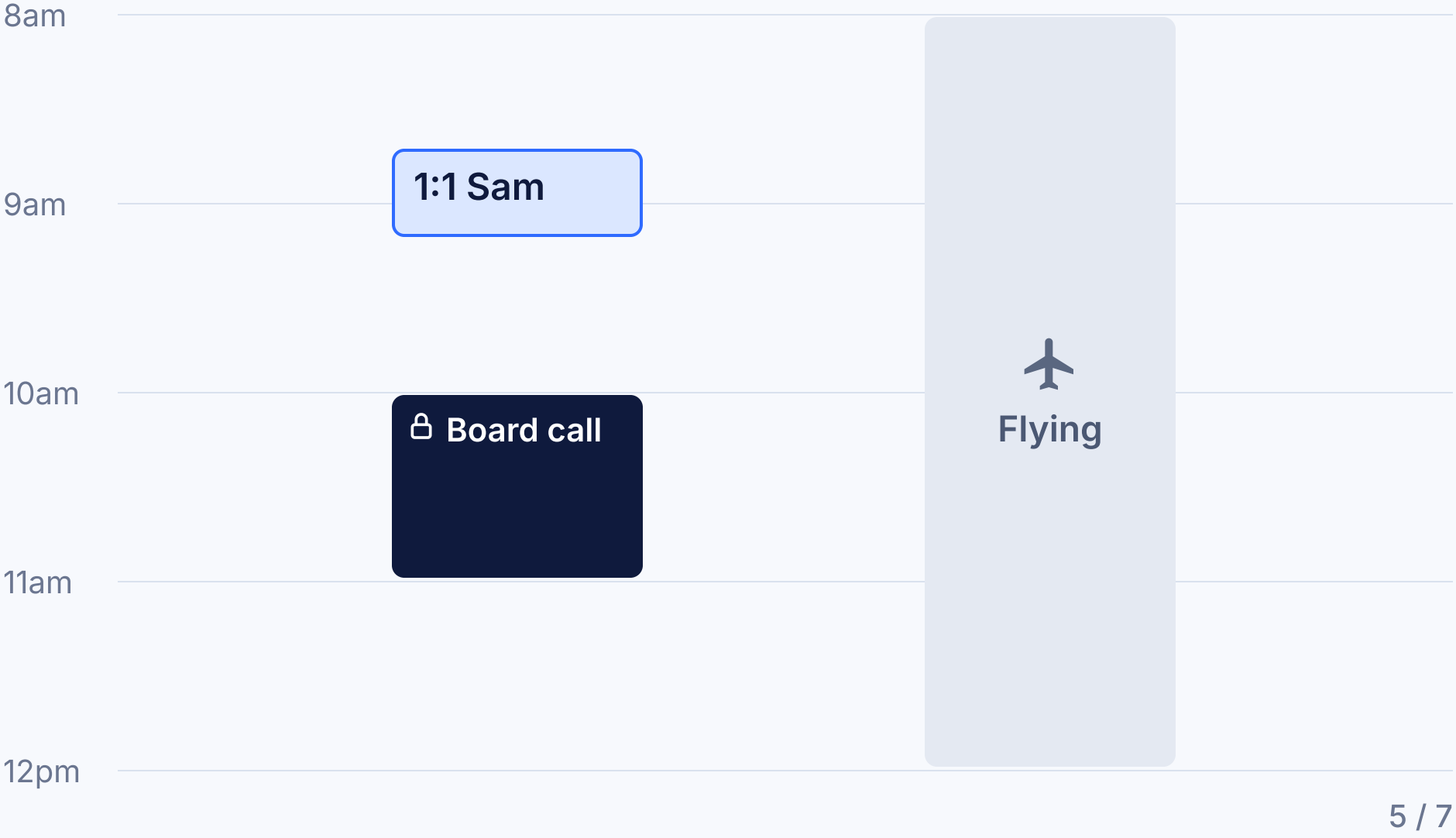
Problem 4 of 5

Thursday is a travel day.

Your executive is flying, so that day is off the table.



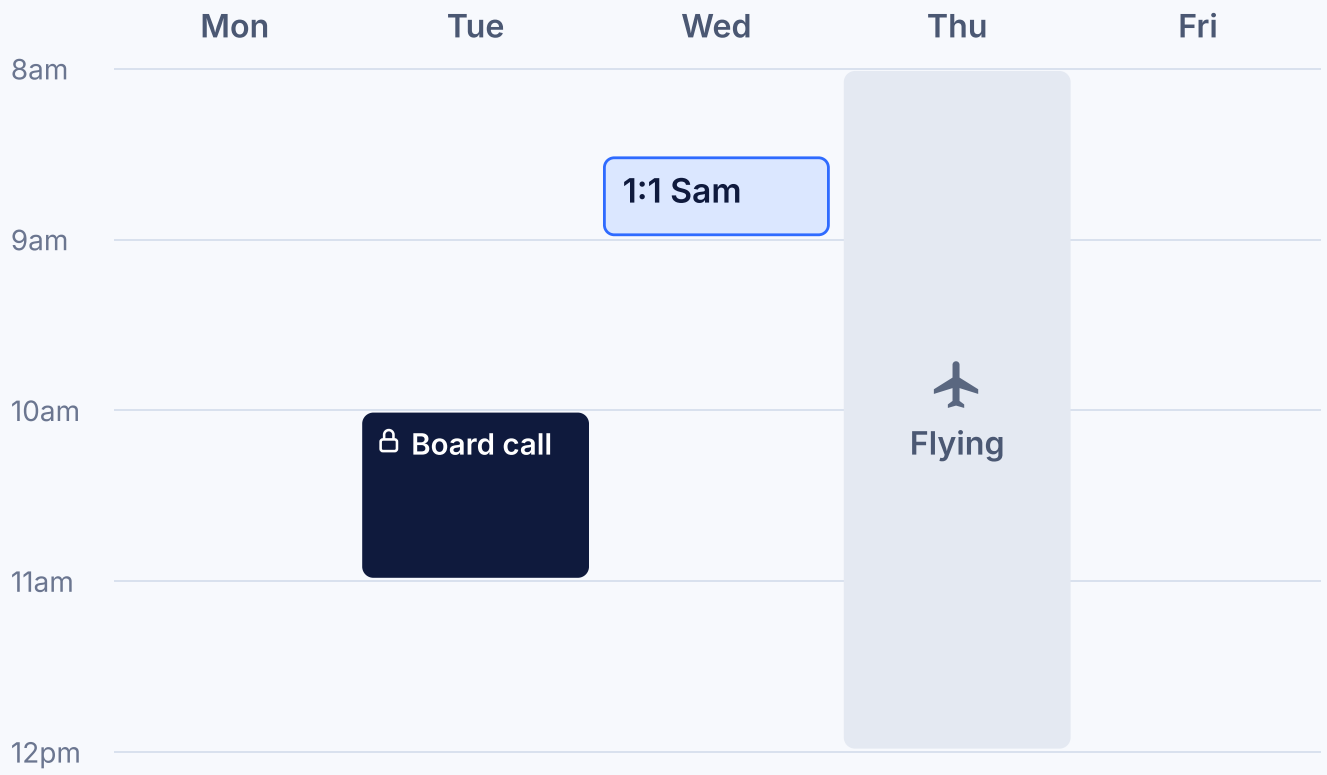
Thursday’s gone, then.



Problem 5 of 5

And Sam should know why.

A great EA moves the 1:1 to Wednesday morning Pacific, which is Wednesday afternoon for Sam, and explains the change.



To Sam

A board call has come up at our usual time. Could we move to Wednesday, 4:30 pm your time?



What’s the hardest one you’ve handled?

That example is one we wrote. The real ones you handle are harder. Tell us about them in the Calendar Tetris Challenge.

$25

Amazon gift card if any one request is accepted, after a short call

$250 + 3 months

of ANCI for the best request of all, announced Dec 21

Send yours by December 20

anciai.com/challenge

For EAs, administrative assistants and secretaries in the US. Real situations only, names changed, nothing confidential. One reward per person. No purchase necessary. Rules: anciai.com/calendar-tetris/rules. Amazon is not a sponsor.