

What's the best way to print out the boss's daily meeting schedule?

Question: "I need an easy way to print out or give my boss the meeting schedule for the day. Previously, we have tried 3x5 index cards with appointments and small notes about each appointment (very small and crammed). We have tried printing out the actual calendar for the day (very bulky). Any ideas?" — *Anonymous*

Sandy May 29, 2009 at 4:38 pm

I use Microsoft Outlook (Task) for all things in my office and I'm able to organize what I want printed, etc. I keep track with what % is complete and how long a project or meeting might take. This is printable and you may also share this task manager with other people in your office.

Birdie May 8, 2009 at 3:12 pm

We use Microsoft Outlook and printing out the daily schedule is easy. Go to the Calendar: File, Print, select either "daily", "weekly", or "monthly" schedule. Daily and weekly schedule are usually 1 – 2 sheets only; with monthly you get the full 30/31 days.

Lisa January 5, 2009 at 6:42 pm

I'm very surprised at how many bosses seem to want their schedules printed out for them. I guess my boss is very technology-savvy compared to most – I can't imagine him asking to have his calendar printed out for him. We use Outlook Calendar, and are networked together so that I can see his schedule, and vice-versa. He also uses his Blackberry when away from the office, to stay connected. But everyone has a different style!

That said, I am one of those people who is most comfortable using a "visual" calendar, so in addition to Outlook, I use a paper calendar that sits on my desk, open to the current month. I write appointments and reminders on it, and since it's open all the time, I can glance at it while working on the computer (and don't have to bounce around in Outlook looking for things).

Melanie December 19, 2008 at 11:26 pm

We use a marketing/sales database called GoldMine – which includes calendar, email, "rolodex," literature fulfillment AND can be utilized by our execs through their cell phones. No need to print anything, and they have

access to EVERYthing!

Dorothy December 15, 2008 at 7:49 am

I print out his calendar (lotus notes) one time and he keeps it in a notebook along with his to do list. If anything changes he lets me know so I'm not trying to rush him out of the office at the wrong time. I also keep a calendar and to do list in a notebook.

BJ Carroll December 12, 2008 at 3:56 pm

Do you have Microsoft Outlook or a similar program? Using Outlook it's as easy as a "click" to print the daily calendar. I have folders for each day of the work week, and I print my boss' calendar at the end of each day for the next day (so it will be current), slip it in the folder along with any meeting agendas, etc. for that day, and lay it on his desk. He loves it because it helps keep him organized, and he doesn't have to go to his computer to look at his calendar each morning.

anon December 12, 2008 at 3:13 pm

Then what do you do with the post-its?

Dee Meyer December 12, 2008 at 2:23 pm

I've made a template for post-it notes. Create a text box the size of the post-it note you will be using. You will want to print one copy on copy paper, you will use this to stick your post-it notes in the correct area on the paper when printing. Type your boss's schedule onto the computer copy, stick your post-it notes on the 8 1/2 x 11 paper. Put it the manual tray of your print and print.

Linda December 12, 2008 at 2:09 pm

I print my supervisor's calendar in Outlook and give it to her the night before the next day's meetings, with a day folder containing all the agendas, handouts, and any other information she'll need for that day. I also highlight anything on her calendar that needs attention, such as who will be in attendance on conference calls, etc. She will check her BlackBerry during the day for any updates - but ultimately she knows that she'll have a hard copy to fall back on, and no "surprises" on her extremely busy schedule.

Hard Working EA December 12, 2008 at 2:04 pm

I agree about saving a tree, but unfortunately some people are still very visual and need to see their calendar as they move from meeting to meeting. Our system – I print the current day’s calendar from Outlook on a piece of colored paper. Then I print out the next 2 weeks 2 pages per sheet, double sided on white paper so he has a view of the time ahead for planning purposes. This is all stapled together and given to him along with folders I have made for the current day’s meetings.

Lisa December 12, 2008 at 2:03 pm

I print his daily schedule from Outlook using the “trifold style” option and cut it down with scissors to fit a 3 x 5 card. I glue it down and any handwritten notes are added to the back. It fits nicely in his shirt pocket without having to fold it.

Cheryl December 12, 2008 at 2:01 pm

I don’t know if your boss is open to this but . . . A former boss bought a handheld “palm pilot” which easily connects to the USB port of a computer. You download the Outlook calendar to the palm pilot every day. Then your boss has an up-to-date electronic schedule that he can look at any time he wants. He can also add appts. himself and then give you his palm pilot to connect to the computer and update your calendar.

Jennifer December 12, 2008 at 1:59 pm

Save a tree, why are you printing it out? Have access to their calendar through Outlook, that way you can add and delete and tell them if you have added an additional appointment. It is time to go green!

ANON December 12, 2008 at 1:55 pm

I print out their schedule (from Outlook) on a weekly basis and we post it on their doors. I post changes as they happen. I do this for five executives and it works perfectly.

Pam December 12, 2008 at 1:53 pm

Every morning I print off my bosses outlook calendar and reprint all the updates as they come up.