



The BUSY MOM'S *Guide to* GOOGLE CALENDAR

BY PLAN AHEAD MOM

A simple system to reduce mental load,
stay organized, and stop carrying
everything in your head.

PLANAHEADMOM.COM



Welcome!

If you constantly feel like you're mentally tracking everyone's schedules, appointments, school events, forms, and reminders... you are not alone.

Google Calendar became one of the biggest tools I use to reduce mental load and help our family stay connected without keeping everything in my head.

Inside this guide, I'll walk you through:

- Choosing the best calendar setup for your family
- Creating calendar events that actually reduce stress
- Using the CALM Calendar Method™
- Simplifying family communication and scheduling

WATCH THE VIDEO WALKTHROUGHS:

→ *VIDEO 01: Setting Up Your Family Calendars*

→ *VIDEO 02: The CALM Calendar Method™*

STEP 01:

CHOOSE YOUR FAMILY'S CALENDAR SETUP

Before you start adding events, you need to know how to set up your calendars — because the right structure makes everything easier to manage and share. There are two ways to organize a family Google Calendar explained below. Neither is wrong, it just depends on how your family operates.

HOW IT WORKS

OPTION A: PERSON-BASED CALENDARS

One calendar per family member – best for families with older or independent kids, teens with their own devices.

Examples: Mom · Dad · Emma · Noah

OPTION B: CATEGORY-BASED CALENDARS

Best for families with younger kids where parents are managing most of the scheduling, or families with a lot of activities to coordinate.

Examples: School · Sports · Medical · Family Events

NOT SURE WHICH ONE IS RIGHT FOR YOU?

- Do your kids have their own devices and Google accounts? → Option A
- Do you prefer to search by person or by category? → whichever matches how your brain works
- Does one of your kids have a year-round intensive sport or activity? → consider a dedicated calendar just for that (ex: "Emma — Soccer") even if you go with Option A overall

STEP 02:

THE CALM CALENDAR METHOD™

Most calendar events get created in a rush — a quick title, maybe a time, and that's it. The CALM Calendar Method™ fixes that. It's a simple framework for creating calendar events that actually carry the information — so future-you never has to go digging.

HOW IT WORKS

C - CLEAR TITLE & DESCRIPTION

Your event title should tell anyone who sees it exactly what it is — not just you, right now, with full context.

Example: ~~Concert~~ 6th Grade Holiday Concert

Use the description field to add anything else someone would need to know: special instructions, contact numbers, what to bring, or reminders.

A - ATTACHMENTS

This is the one most people skip — and it's a game changer.

Attach anything relevant directly to the event: permission slips, school flyers, medical forms, insurance cards, tickets, practice schedules. If it lives in the event, nobody has to ask you where it is.

L - LOCATION

Future-you should never have to search for directions in the parking lot.

Don't just add the venue name – add the full address so it opens directly in Google Maps. Then use the description to add anything the address alone won't tell you: which entrance to use, where to park, which field number.

STEP 02:

THE CALM CALENDAR METHOD™

Most calendar events get created in a rush — a quick title, maybe a time, and that's it. The CALM Calendar Method™ fixes that. It's a simple framework for creating calendar events that actually carry the information — so future-you never has to go digging.

HOW IT WORKS

M - ADD MEMBERS

If someone else needs to know about this event, invite them in Google Calendar.

Add your partner, co-parent, a babysitter, older kids — anyone who needs visibility. When they accept the invitation, they get a notification and it lands on their calendar automatically. No more forwarding, no more texting, no more "did I tell you about this?" will be necessary.

Pro Tip: You can also share an entire calendar with someone — so instead of adding them event by event, they automatically see everything on that calendar as you add it.

HELPFUL ITEMS TO INCLUDE IN YOUR EVENTS:

- Full address: easy to find in Google Maps
- Specific instructions: enter south entrance, park in back
- Contact numbers: coach, doctor, host parent
- What to bring: insurance cards, instrument, soccer cleats, birthday gift
- Helpful attachments: school flyers, medical instructions, permission slips

QUICK START GUIDE

TAKE ACTION

CREATE YOUR FAMILY CALENDARS

Person-based or Category-based

ADD EVENTS WITH CLEAR TITLES & DESCRIPTIONS

- School calendar
- Appointments
- Work commitments
- Sport Schedules
- Holidays & Trips
- Recurring events

ATTACH IMPORTANT DOCUMENTS

- Flyers
- Tickets/Reservations
- Supply Lists
- Forms

ADD ADDRESSES

Make sure they open correctly in Google Maps

INVITE MEMBERS

Share your calendars or events with anyone who needs visibility

Want More?

Follow along for family systems, seasonal planning, mental load reduction, and more.

SOCIAL MEDIA: @plan.ahead.mom

AMAZON: amazon.com/shop/plan.ahead.mom

WEBSITE: planaheadmom.com



Calendar Event **CHEAT SHEETS**

BY PLAN AHEAD MOM

Three real examples of fully built-out calendar events, so you know exactly what CALM Calendar events look like in action.

PLANAHEADMOM.COM

Calendar Event Cheat Sheet

Example 1: Holiday Concert



Holiday Concert
Tuesday, December 16, 2025 - 3:30 – 4:30pm

L. Frances Smith Elementary School
4505 Waycross Dr, Columbus, IN 47203, USA

ENTRY FEE: \$5 per person

PARKING LOCATION: Park in west lot, entrance is just past McDonalds

AUDITORIUM LOCATION: Use the front entrance and turn right, auditorium entrance is on the left

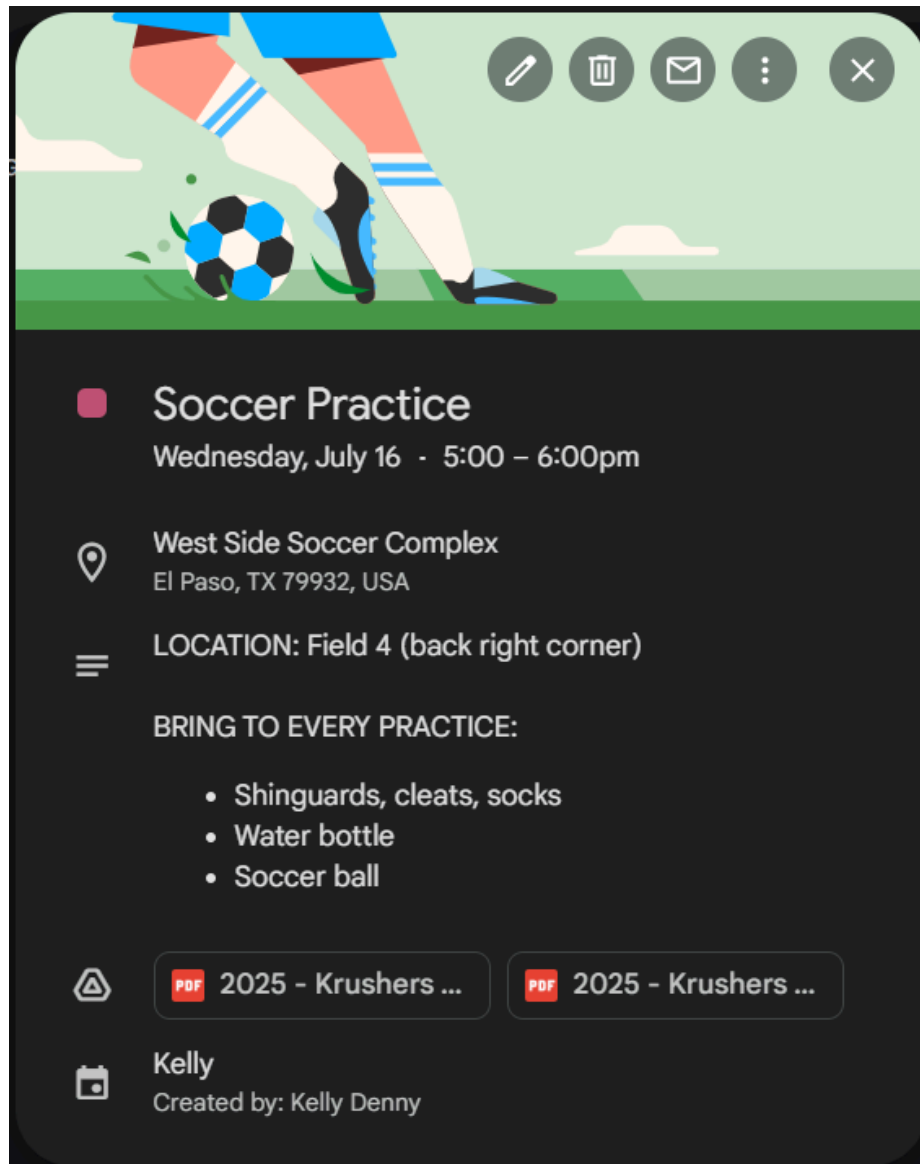
INSTRUCTIONS/WHAT TO BRING:

- Formal outfit in black/white with black shoes
- Bring clarinet & sheet music

  2025 - Nora, Hol...

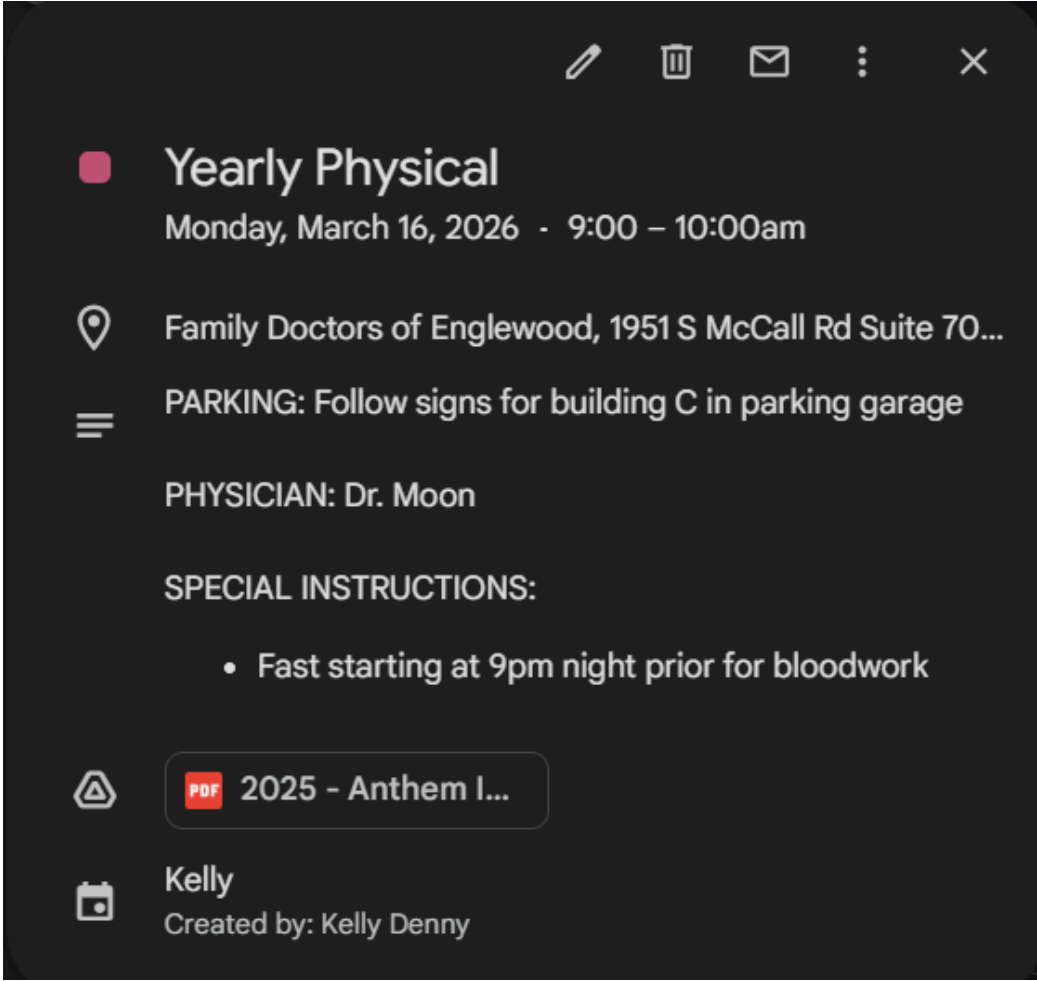
Calendar Event Cheat Sheet

Example 2: Soccer Practice



Calendar Event Cheat Sheet

Example 3: Medical Appointment



The image shows a screenshot of a Google Calendar event titled "Yearly Physical". The event is scheduled for Monday, March 16, 2026, from 9:00 to 10:00am. The location is "Family Doctors of Englewood, 1951 S McCall Rd Suite 70...". The parking instructions are "PARKING: Follow signs for building C in parking garage". The physician is "Dr. Moon". The special instructions are "Fast starting at 9pm night prior for bloodwork". There is a PDF attachment titled "2025 - Anthem I...". The event is created by Kelly Denny.

 **Yearly Physical**
Monday, March 16, 2026 - 9:00 – 10:00am

 Family Doctors of Englewood, 1951 S McCall Rd Suite 70...

 **PARKING:** Follow signs for building C in parking garage

PHYSICIAN: Dr. Moon

SPECIAL INSTRUCTIONS:

- Fast starting at 9pm night prior for bloodwork

  2025 - Anthem I...

 **Kelly**
Created by: Kelly Denny