

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.

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.

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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. Consider this option if you have unique calendars set up for each person in your family.

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

CALM Calendar™ Cheat Sheet

Example: Holiday Concert

