SOP: End-of-Day and Weekly Calendar Review Procedures

This SOP defines the **end-of-day and weekly calendar review procedures**, designed to ensure efficient time management and task prioritization. The process involves reviewing completed tasks, updating upcoming appointments and deadlines, and adjusting schedules to optimize productivity. Regular calendar reviews help maintain organization, reduce scheduling conflicts, and improve overall workflow for individuals and teams.

1. Scope

This SOP applies to all team members required to manage daily and weekly tasks using a calendar, whether digital or physical.

2. Responsibilities

- **Individual Users:** Responsible for performing their own end-of-day and weekly calendar reviews.
- **Team Leads/Managers:** Ensure team compliance and review overall calendar synchronization during team meetings.

3. Procedures

3.1 End-of-Day Calendar Review (Daily, at end of workday)

1. Open your calendar (digital or physical).
2. Review all tasks, meetings, and appointments scheduled for the current day.
3. Mark completed tasks as done. Move or reschedule any unfinished task to the next suitable date.
4. Update notes for completed appointments or tasks, if necessary.
5. Review tomorrow's schedule for preparedness. Set priorities for the day ahead.
6. Identify and flag any conflicts or double-bookings for resolution.

3.2 Weekly Calendar Review (End of week, e.g., Friday afternoon)

1. Set aside 15-30 minutes for a thorough weekly review.
2. Review the past week's calendar:
   - Check that all completed items are appropriately closed or documented.
   - Note recurring issues or patterns for future improvement.
3. Review the upcoming week:
   - Ensure all meetings (internal/external) are accurately scheduled and send necessary confirmations.
   - Check deadlines, deliverables, and key milestones.
   - Identify any scheduling conflicts and resolve or escalate as needed.
4. Make adjustments as needed:
   - Block out focused work time if required.
   - Reschedule lower priority items if needed.
5. Communicate major changes with relevant team members or stakeholders.

4. Documentation

- Daily and weekly reviews may be tracked in a productivity tool or personal log.
- Significant changes, conflicts, and resolutions should be noted for reference and follow-up.

5. Review Schedule

Review Type	Frequency	Responsible
End-of-Day Calendar Review	Daily	Individual

Weekly Calendar Review	Weekly (Friday PM or as designated)	Individual/Team Lead

6. Continuous Improvement

Feedback and suggestions for this process should be documented and reviewed quarterly to ensure ongoing effectiveness and relevance.

7. Revision History

Date	Version	Description
2024-06-30	1.0	Initial release