Doodle

Managing executive schedules at the University of Virginia



A Doodle User Experience Study

Doodle spoke to Sarah, an executive assistant at the University of Virginia, who says "Meetings are my bread and butter." She told us how she uses Doodle to manage multiple executive's calendars and schedule as many as ten internal and external meetings a week - all without breaking a sweat!



Challenge

Managing multiple executive's schedules



Solution

Doodle's scheduling solution is equipped for every meeting possibility: appointments, team meetings, or conferences



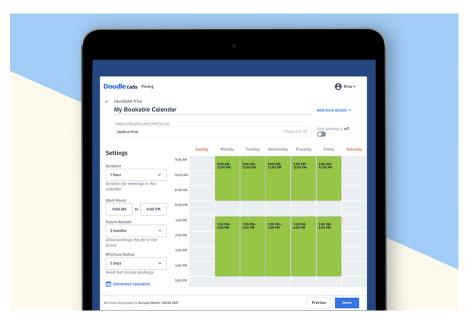
Result

10 successful meetings scheduled per week. Admin work reduced to zero.



Lock down your C-Suite's schedules, easily

Sarah's unofficial role-title is quote unquote 'super-temp', and it's as demanding as it sounds. She's a floating executive assistant, booking meetings for the University's COO one day and providing support to the VP the next. Despite this stressful schedule, when it comes to meetings, nothing slips through the cracks. Sarah uses Doodle to manage meetings across all these calendars, and she couldn't be happier with the results. No matter how many people are attending each meeting, Sarah can find a time that suits everyone in moments. With the introduction of Doodle's new appointment scheduling assistant Bookable calendar, Sarah has the ability to set up multiple online calendars with which guests can book appointments directly into her executive's calendars.



"I want to say [it saves me] at least a full one to two workdays per month."

Say goodbye to pointless email back and forth

Scheduling meetings in an academic setting is complicated, particularly when those meetings pull together internal and external stakeholders or invitees across the university's research and management sides. By using Doodle to negotiate a large number of competing calendars, Sarah avoids time-consuming meeting admin - to the tune of two days a month in saved time!

"The meetings that I schedule can be anything from ... VPs throughout the university, assistant VP, other directors COOs, CFOs, CTOs, chief executives throughout different departments."

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		Wh	at are	the op	tions?				
			Month	Week T	ext				
$\overline{\mathbf{O}}$			Oct 28 -	8 – Nov 3, 2018				>	
	Oct 28 SUN	Oct 29 MON	0ct 30 TUE	Oct 31 WED	Nov 1 THU	2 FRI	Nov 3 SAT		
All-day									
2:00 PM									
3.00 PM		Busy	Busy	√	Busy				
4:00 PM		<	\checkmark						
5:00 PM									

Execute complex projects with ease, thanks to support from Doodle

"Doodle definitely helped advance the event planning process to be able to move on to the next step of securing the date and time of the venue." When Sarah had to organize a leadership retreat for hundreds of high-level executives and academic staff at the University, she turned to Doodle. Pinning down a time that worked for everyone was a painless, not to mention speedy, process, and she was soon able to advance to the next stages of project planning.



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