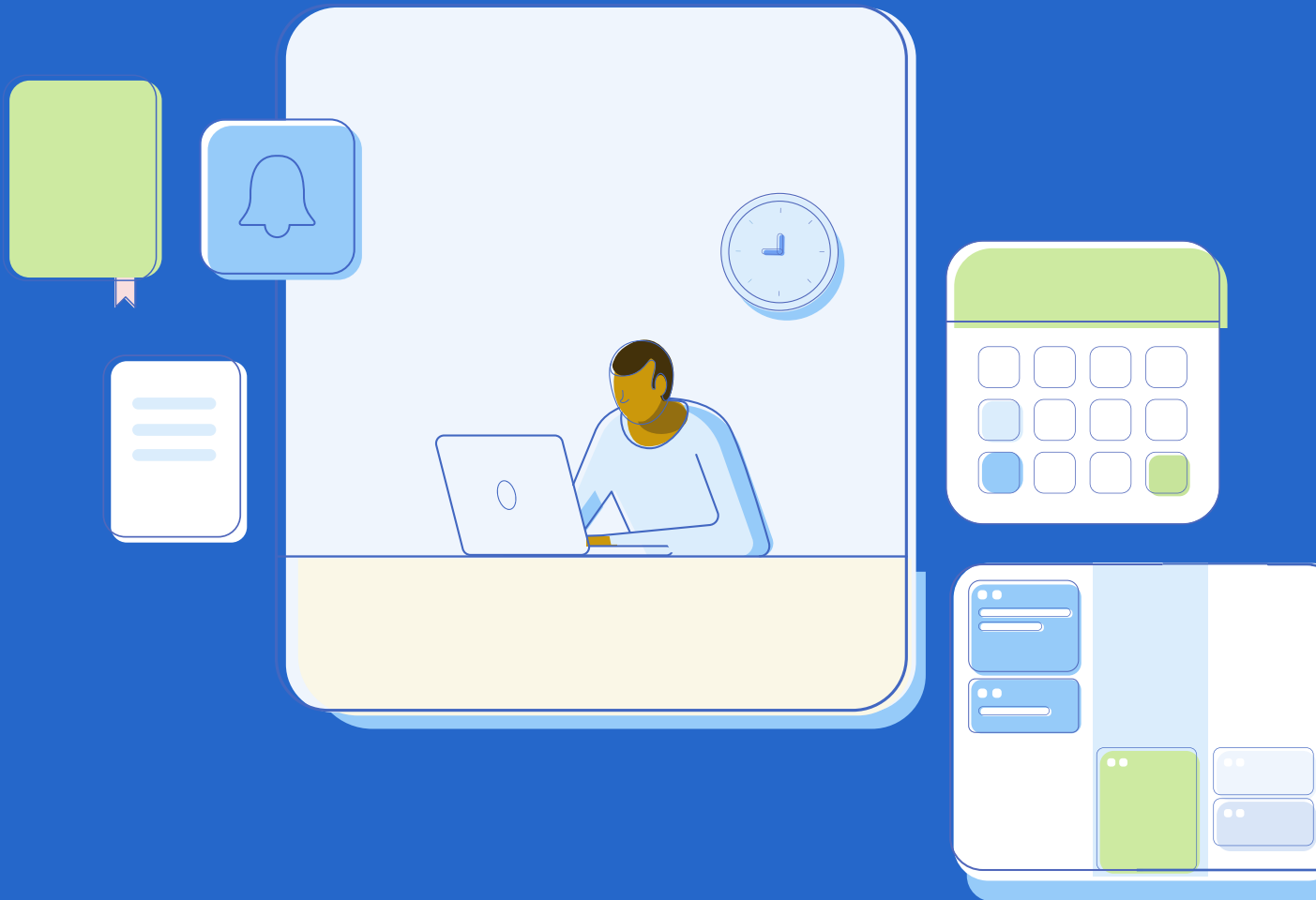


Doodle

THE EDUCATOR'S MEETING PLAYBOOK



NOVEMBER 2020

TABLE OF CONTENTS

Introduction	3
The Biggest Scheduling Challenges in Colleges & Universities	4
● Struggling to Find Time to Meet with Students (or Other Faculty)	5
● The Schedule Controls You	5
● Scheduling Meetings With People Outside Your School or Department	5
● Sending Emails Back-and-Forth or Comparing Schedules With Others	6
● Having Too Many Meetings or Unnecessary Meetings on your Schedule	6
● Using Too Many Scheduling Solutions	6
The Role of Scheduling Technology in Education Today	7
● Manage Day-to-Day Operations	7
● Improve Organization & Time Management	7
● Modernize the Office Hours Set-Up	8
● Empower Remote Learning	9
● Coordinate the Safe Re-Entry of Students & Faculty on Campus	9
How to Use Doodle Features to Improve Educational Processes	10
● Doodle 1:1	10
● Doodle Groups	10
● Bookable Calendar	11
● Zoom Integration	12
● Doodle Add-in for Microsoft Outlook	12
● Doodle Bot in Slack	12
How Universities Are Using Doodle to Stay Organized & Manage Their Time	14
● University of Virginia: Managing Executive Schedules	14
● University of South Carolina: Balancing Teaching and Administrative Duties	14
● University of California, Davis: Ensuring Lab Safety and Compliance	15
Conclusion	16
About Doodle	16
Contact Us	16

INTRODUCTION

Elon Musk reportedly once sent employees a memo instructing them to stand out and walk out of any meeting they consider unnecessary or unproductive. Once he's finished building rockets, the SpaceX and Tesla CEO could make an extremely popular school principal or dean.

When considering a career in education, how many people dream of long hours spent in endless meetings? Unfortunately for many in academia, that's the reality. [The average professional spends two hours a week in pointless meetings.](#) Between the morning staff briefings, the department meetings, the training days and the time spent with students and parents, the education sector is no different.

These meetings arrive before, during and after long hours spent teaching students, adding psychological demands to an already overworked profession. It's little wonder that teaching is [among the most overstressed professions with one of the highest rates of burnout.](#)

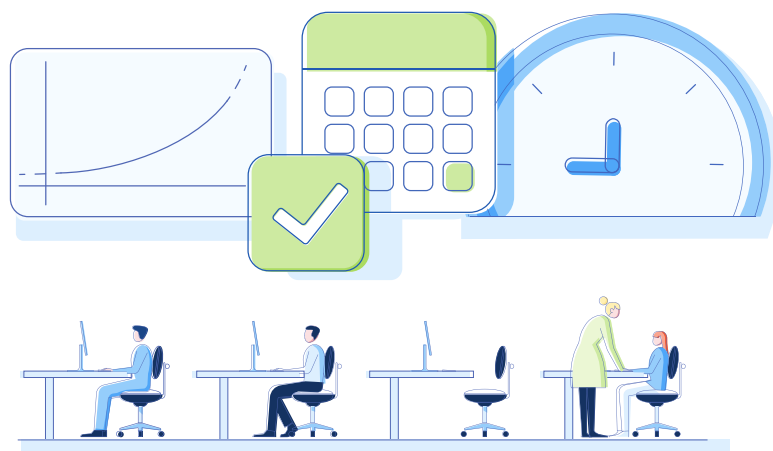
However, the jumble of unproductive meetings doesn't only affect teaching staff. Marketing and communication functions, IT departments, campus

recruiters and facilities managers all play considerable roles in successfully running major educational establishments, like colleges and universities. Research universities have their own problematic meeting cultures with which to contend.

Students often feel the strain too. Doodle's ["Time Management in Education" research study](#) uncovered that, in addition to the usual lectures, classes and study sessions, more than one-third of students participate in four or more extra-curricular or non-school activities each week. Meanwhile, 86 percent of students take on at least one extra sports team practice, student organization gathering, club event or family commitment each week, on top of their academic lives.

The result is an education system that is time-starved and over-stretched, from principals and deans to students. Hardly the ideal environment to fashion the best, brightest and most curious minds of tomorrow, let alone loyal and engaged workforces.

Something is going to have to give.



THE BIGGEST SCHEDULING CHALLENGES IN COLLEGES & UNIVERSITIES

👂 The best thing about being a professor is the flexibility... you can work any 80 hours a week you wish!

— Bob Hilborn

Associate Executive Officer of the American Association of Physics Teachers

Fueled by a more enlightened and nuanced approach to organizational psychology, conversation and attitudes have moved away from the work-hard-sleep-when-you're-dead mentality of the '80s and early '90s to today's more holistic search for the mythical work-life balance. However, as many educational institutions are asked to do more with less budget, finding balance is increasingly difficult. If there's any chance of decreasing the overworked stress levels in the sector, then adequate time management practices must do much of the heavy lifting.

After all, few professions live and die by the calendar and deadlines like the [education sector](#). Classes, terms, semesters and academic years all have defined lengths, with specific work required between start and end dates. Students are continually working towards assessment deadlines, while professors and research assistants have their own deadlines for publishing studies or texts. And then, there are those pesky meetings.

Prioritizing scheduling and time management within education is especially important because:

- Educators are expected to be jacks of all trades — equal parts researcher, teacher, psychologist, personal assistant and team member. Time management is a balancing act and, without prioritizing good scheduling and time management, teachers find themselves double-booked or over-committed.
- There are specific hard deadlines within education that cannot be missed. For example, IT departments and facilities managers must set up everything before the first day of the first term.
- Teachers, lecturers and professors also need their plan in place before the beginning of each term, and each class and each week must be highly structured and well-managed to ensure they cover the whole syllabus.
- Teachers and professors are often in high demand, especially if they teach a lot of classes. They must maintain office hours for students, while juggling their other responsibilities, such as grading papers or conducting research.
- Researchers (both grad students and professors) typically work on projects involving multiple parties, both within the same university and professors and students from other establishments and even different countries. High levels of coordination require exceptional time management.

When we think of a great educator, we tend to use adjectives like compassionate, enthusiastic, patient and communicative. Being organized and well-prepared might not come naturally to all teachers, but these characteristics differentiate the good from the great when it comes to working in education.

Struggling to Find Time to Meet with Students (or Other Faculty)

Ask anyone who works in education how their day is going and the answer is likely to be “busy.” Although there is little consensus on this, professors report that they [work around 60 hours per week on average](#). Most professors and lecturers admit that teaching and researching a passion is enjoyable and doesn’t feel like work, but they also spend as much as 30 percent of their week in meetings or answering emails.

These added demands can make it extremely difficult to find and schedule regular, predictable office hours to meet with students. That is especially worrying given that [students view feedback from professors as critical to reaching their academic goals](#). Despite that, almost half of all students still only meet with their professors monthly or less.

If unearthing convenient times for students and teachers to meet is challenging, organizing a meeting between two or more extremely busy professors can resemble advanced-level Tetris and is just as difficult to complete.

The Schedule Controls You

Members of faculty often have to wear many hats at different times within the same day. Without an organized approach to [scheduling](#), it becomes impossible to block time slots and for specific tasks. Days quickly become a zombie march from class to faculty meeting to office hours. After a long day, there’s then grading, prep, and finally, some personal research to be done, if you’re lucky.

Scheduling Meetings With People Outside Your School or Department

Many email and calendar tools, like those from Google and Microsoft, now provide a basic suggestion functionality that can help find slots for internal meetings. That functionality quickly goes out the window when dealing with anyone who doesn’t share the same calendar platform.

For researchers who need to interact with institutions across the globe, or recruiters who are contacting schools and potential students around the country, these external meetings are as common as internal gatherings, but email and calendar tools can no longer provide suggestions. Add in the extra complication of participants scattered throughout a range of time zones and let the email tennis begin.

In some colleges and universities, students and faculty use different email and calendar software providers too, creating the same alignment issues internally.



Sending Emails Back-and-Forth or Comparing Schedules With Others

Other than deans, principals and maybe some department heads in larger educational institutions, academic and support employees don't have assistants to lean on and take responsibility for their scheduling. For a workforce that's already stretched thin, the additional [back-and-forth of emails](#) when trying to organize a meeting is a criminal waste of time that causes both [productivity](#) and [engagement levels](#) to nosedive. After all, the average meeting [takes around 30 minutes of working time](#) to schedule.

The hours spent doing time-consuming and repetitive admin like scheduling meetings rob faculty of valuable research, writing or preparation time. They also increase the likelihood that employees' workplace dissatisfaction grows, leading to burnout, more time off sick, or higher turnover.

Having Too Many Meetings or Unnecessary Meetings on your Schedule

According to our [2019 State of Meetings Report](#), around 70 percent of busy professionals in the US, UK and Germany believe that bad meetings cost them valuable time. For 28 percent of professionals, too many attendees make meetings less productive, while 89 percent say that poor organization is the cause of the issue.

What can your university or college do to create a culture of better meetings? Respondents offered three recommendations: set clear objectives; stick to an agenda; and ensure you only invite the attendees who need to be there.

Using Too Many Scheduling Solutions

For university and college IT departments, the challenges with scheduling are quite different. Faced with a problem, most people will try to find a solution and, for many tech-savvy students, support functions and faculty members, that means they'll adopt [scheduling apps and tools](#) that can help with the process.

In the short-term, this might seem like the ideal solution. However, it quickly results in a messy IT ecosystem of independent applications that fail to meet the necessary privacy and security guidelines vital for all places of learning and critical for research universities where highly sensitive information is often shared.

IT departments in academic institutions are almost always focused on finding the best available solution to integrate into their existing infrastructure. That strategy leads to its own set of challenges. Users range from emeritus professors long past retirement age to 18-year-old college students; from those who still work mostly on paper to the completely digitally-native. All new tools must be incredibly intuitive and easy to use to not overload a demographic that has traditionally been relatively [slow to adopt new technology](#) in the past.



THE ROLE OF SCHEDULING TECHNOLOGY IN EDUCATION TODAY

Manage Day-to-Day Operations

The number of teaching and administrative staff required to run a large university is staggering. [New York University](#) boasts roughly 50,000 students, nearly 6,000 members of faculty and employs 20,000 other staff in roles that range from managers, librarians and administrative support to IT, sales, recruitment and healthcare practitioners.

From student-professor one-to-ones to faculty meetings, recruiter calls, sales pitches and formal business meetings, universities and colleges hold tens or even hundreds of thousands of hours of meetings each year, just to keep the institution running. Each meeting currently takes 30 minutes to schedule, which equates to thousands of lost and unproductive hours.

Today's best-in-class [scheduling technologies](#) are secure, private, fully integrated into the overall IT infrastructure and allow faculty, non-teaching staff and students to schedule their meetings quickly and easily, saving those thousands of wasted hours.

Your faculty is likely to collaborate with colleagues from other institutions and even countries. Your administrative staff will have to meet with a vast range of partners, agencies and suppliers. So, make sure you look for a platform-agnostic scheduling tool, helping you efficiently schedule meetings with people who use entirely different email and agenda software. Some cutting-edge solutions also [have time-zone adjustments baked into the product](#), which is especially useful when collaborating with colleagues in other states or countries or even coordinating with overseas sister campuses.

Improve Organization & Time Management

Anyone with a teaching role within a college or university must immediately become a master plate spinner, ball juggler and time bender. Besides preparing for classes, teaching classes and grading papers, faculty members have to supervise graduate students, serve on departmental committees, write grant proposals, give talks, do research, write articles, meet with visitors, host candidates and organize events.

Organizational and time management skills are so critical that schools like Carnegie Mellon, one of the top research universities in the US, provide new faculty members with [a guide to help them cope with all the demands on their time](#).

The guide includes the excellent advice: "Always schedule every bit of your time." By allocating windows for specific tasks, you can focus solely on the task at-hand without risk of interruption or without losing time and productivity by continually shifting between meetings, answering emails, grading papers and organizing a research meeting.

The guide even suggests scheduling time for:

- Pop-up meetings
- Thinking time
- Exercise
- Meeting grad students

Scheduling technology is incredibly powerful when paired with time blocking. For example, a professor can create a [bookable calendar](#) that grad students can use to schedule one-on-ones, but only during pre-allocated office hours.

The best scheduling tools also employ [machine learning](#) to learn from users' habits. A teacher could block out an hour each day to make sure they have time for a healthy lunch and the AI will preserve that time block in normal circumstances and only use the slot in an emergency or if a last-minute request comes in. Equally, the AI may learn that your usual 9-5 office hours can extend to 7 am or 9 pm once a week for calls with research colleagues in different time zones.

Modernize the Office Hours Set-Up

A [supportive professor-student relationship](#) is a good indicator of academic success. While some of that dynamic is built in the classroom environment, it can be augmented through smaller project groups or student-teacher one-to-one meetings during office hours.

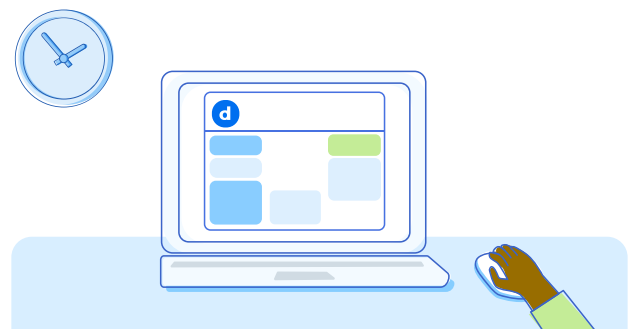
The [student-teacher one-on-one meeting](#) is a staple of academic life, but it's one that puts an enormous time burden on the professor. It can result in a line of students stretching outside the door or professors twiddling their thumbs due to the underutilization of office hours.

Many professors would benefit enormously from modernizing their approach to office hours. This is supported by the findings of our [research into time management in the education sector](#), which found that 15 percent of professors still circulate physical sign-up sheets, while an incredible 32 percent just list their office hours in the syllabus. These are hardly cutting-edge communication tactics.

Adopting [scheduling tooling](#) would allow professors to share their availability and then have students choose slots, with a massive range of benefits to both student and professor:

- Professors know precisely when they need to be present, rather than heading in for office hours when no students show up.
- Knowing which students have requested a meeting allows teachers to prepare, which increases the quality and outcome of the interaction.
- Teachers can also assign their time and workload more precisely. It's easier to work through emails, grade papers or conduct research when you know you have an hour between student meetings than when you're continually expecting to be interrupted.
- Shy students, who might be reluctant to request face-to-face time or drop by during office hours, are more likely to book time slots online.

Advanced-level professors can even refer to the scheduling tool dashboard to discover patterns, such as which time slots are the most popular with students, to help them restructure their calendars in a way that increases conducive interactions with their grad students.



Empower Remote Learning

When COVID-19 numbers initially spiked and forced millions into lockdown, education institutions had to pivot overnight and transform their usual face-to-face teaching experiences into an online environment. [Education insiders have posited that this could be a turning point](#) for remote learning. Many teachers and students have discovered that [they enjoy the experience more than they anticipated](#). This forced change has also shone a light on previous stigmas attached to the virtual classroom and questioned those attitudes.

It's clear that some elements of remote learning are here to stay. With video conferencing software now offering features like live whiteboards, real-time polls and virtual breakout rooms, [delivering lectures and classes remotely](#) can sometimes be a better way of conveying information rather than a subpar fallback plan when a global pandemic hits.

Remote learning lends flexibility to [teachers and students](#). It often appeals more to those with different learning styles who find it hard to stay engaged or focused during a traditional class or lecture format. Significantly, it leads to a more inclusive view of education. People with responsibilities, such as caring for children or family members, or those with physical disabilities, can also attend virtual classes.

No longer limited by the availability of classrooms or lecture halls, professors can have students choose the most convenient time to hold classes or lectures. The time professors save by no longer having to walk from room to room, or board a plane to give a talk or a guest lecture at another university, provides the opportunity to spend more quality time with grad students. Again, [one-to-one meetings](#) conducted via conferencing software provides more availability and flexibility for both faculty and students.

Coordinate the Safe Re-Entry of Students & Faculty on Campus

At some point, the world and academia will return to something approaching pre-COVID normal. That process will be a slower transition than the sudden releasing of the dam. The flow of people and total numbers is likely to be limited for months to come.

[Smart scheduling tools](#) can play a role in helping colleges and universities manage a safe and healthy re-entry on campus for everyone.

- Initially, courses are likely to be a hybrid of online and in-person teaching. Professors can conduct key lectures virtually, while allowing limited numbers of students involved in more collaborative projects, such as lab work, to schedule time on campus.
- Professors and advisors can operate a mandatory booking system for office hours to reduce the flow of students in confined areas. They can choose to continue conducting one-to-one meetings via video conferencing.
- Administrative assistants can track and limit the number of in-person attendees for department meetings, faculty briefings or governors' meetings.
- Teams who need to collaborate can use [online polls](#) to discover which days are most convenient so that they can limit in-person attendance to just those days.

HOW TO USE DOODLE FEATURES TO IMPROVE EDUCATIONAL PROCESSES

The case for adopting scheduling technology within your college or university should now be clear. The next question is: which tool is right for you?

Some solutions sync your various calendars into a single dashboard. Others provide attendees with poll options to find the best time to meet. Others still allow you to send a custom link to a recipient to book time directly into your schedule. Fortunately, Doodle does all of these things and has a few other tricks up its well-scheduled sleeve to ensure that all your meetings happen promptly and you never miss an urgent meeting again.

Doodle 1:1

- Create a **1:1 meeting** with possible meeting times and send it to your guest via email or a specific URL. The guest can be a student or colleague from within your school or from another university or organization. They can also use any calendar tool.
- Doodle integrates with your calendar and meetings sync automatically, ensuring you're always sharing your real-time availability. As guests select their slot, it gets blocked into your schedule and is no longer offered as an option to your other invitees. This way, you'll never have a conflict or be double-booked with a student, colleague or candidate.

It's easy to see how effective and efficient a process this is for professors who want to add some structure and predictability to office hours when **they meet one-on-one** with their grad students. Many schools also find this feature useful for helping overstretched faculty members find time to meet to discuss projects.

As the organizer selects the initial time options, this feature is convenient for proposing the best time for

an out-of-hours research meeting with colleagues, academics or experts in different time zones without having to share your entire schedule.

Quick Tip

Professors can send a Doodle 1:1 invitation to numerous students at the same time. This is ideal for discussing the results of a recent assessment or exam. The invite is generated in just two steps, and each participant can then choose the most convenient slot. The same functionality can be used by department heads who need to conduct annual assessments.

Doodle Groups

- Create a group meeting invite with multiple time options for your meeting.
- For group meetings that are particularly challenging to organize, like governors' meetings or department head meetings, organizers can also indicate which existing slots they'd be willing to override in their schedule.
- Send the invitation to all guests, both internal and external.
- Each guest can indicate which slot or slots work for them.
- As guests select their preferred time, other guests can see the most popular options so far and choose, or reschedule their existing meetings, accordingly.
- The organizer can then schedule the meeting for the most convenient time when all guests can attend.

[Doodle Groups](#) is one of our most used features because it does away with the endless back-and-forth of emails and keeps institutions and departments moving forward. Although useful for teams of any size, Doodle Groups comes into its own for gatherings such as quarterly training and development meetings or department gatherings. What used to take 30 emails and 30 days can now be achieved in just 30 minutes.

Doodle Groups also brings an end to those [timezone headaches](#). Doodle auto-identifies guests' local time zones and displays options in their local time, which is especially useful for academic establishments with multiple locations, faculty who might be on academic leave or sabbaticals, or professors guest lecturing at another university. If you regularly schedule meetings with a large number of participants spread across many time zones, Doodle Groups will change your life.

Quick Tip

Doodle's AI is continuously learning about you and your school's meeting habits. Add guests to a Doodle Groups invite and Doodle will suggest the best time slots to propose, based on when guests are available, their time zones and when they traditionally like to take meetings.

Bookable Calendar

A [Bookable Calendar](#) is essentially a unique personalized calendar with appointment slots pre-populated according to your predetermined rules. Doodle creates a unique URL for you to share — anyone with that link can book time in your agenda without any effort on your part.

- Assuming you've already synced your Google or Office 365 calendar with Doodle, you click on the tab to create a Bookable Calendar and then name it (e.g., "Office hours").

- Next, create the rules for your schedule. Maybe you only like to hold office hours after lunch, for example. You might want to ask participants a specific question before the actual meeting and can do so using the [Custom Questions feature in Bookable Calendar](#). Finally, you might set the minimum notice period to 24 hours to avoid last-minute bookings and only allow students to book meetings two weeks ahead of time.
- Finally, you share the unique URL with anyone who wants to schedule a meeting.
- If you or your guest reschedule a meeting booked through Bookable Calendar, the revised time automatically resyncs with your calendar and Doodle dashboard.

Quick Tip

Create multiple Bookable Calendar links for different purposes and with specific rules to maximize your efficiency and productivity. Below are some examples of customized Bookable Calendar links you can create:

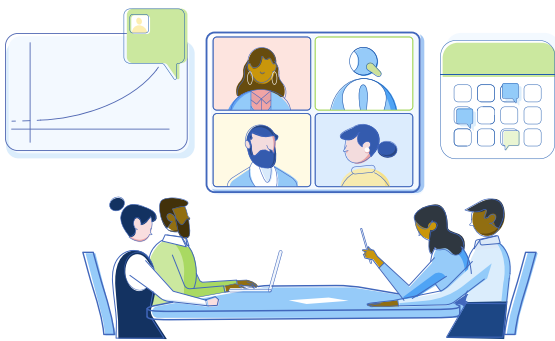
- A calendar to share with all students, where they can book a 25-minute appointment on Monday, Wednesday and Friday mornings only.
- A calendar for final year students to book a 55-minute deep-dive into their thesis via a Zoom call on Tuesday and Thursday mornings.
- A calendar for faculty and department meetings, with one-hour slots every afternoon between 3 pm and 6 pm.

As your whole school starts using Doodle, you'll also be able to quickly and conveniently book some much-needed time with colleagues, the head of special collections or your contact in the grants department.

Zoom Integration

If you weren't familiar with video conferencing software Zoom before the COVID-19 pandemic, you certainly are now. Given that [96 percent of the top 200 universities in the US](#) are all now Zoom users, chances are it's the video conferencing platform of choice in your school too.

That being the case, we wanted to make it easier for colleges and universities to embrace video conferencing, which we've done with our [Zoom integration](#). Once your Zoom and Doodle accounts are linked, Doodle auto-generates a Zoom link with every invite you send so you don't even have to think about adding conferencing links or sending a link before the call. If the meeting gets rescheduled, it is synced with Zoom and appears in both the calendar invite and your Zoom dashboard.



Doodle Add-in for Microsoft Outlook

More than 100 million people use Microsoft 365 each month. The product is a giant in the education space, thanks to a portfolio of products that cater to students (OneNote has become the go-to online notebook for many students) and free plans for students who attend academic institutions where faculty and staff use the paid version of Office 365. When you have 105,000 enrolled students, like the University of Athens, that sounds like a good deal.

Microsoft Outlook is as prevalent on campus as hacky sacks, flip flops and energy drinks, which is why we created [our intelligent add-in for the Outlook inbox](#).

- Visit the Microsoft Store and search for Doodle.
- Download the add-in and restart your Outlook.
- Find the Doodle add-in on your ribbon/taskbar, click on it and log in to your Doodle account.
- You can then access your Bookable Calendar links, get an overview of all of your meetings, schedule 1:1 meetings and send out group meeting invites from right there in your Outlook.

Doodle Bot in Slack

Traditionally the collaboration tool of choice for start-ups and tech companies, around 3,000 colleges and universities, representing approximately 1.2 million users, are now using Slack. That figure increased during the coronavirus pandemic as universities have sought a digital campus experience in which students can interact and collaborate, and faculty can communicate at scale.

[Slack claims to halve](#) the number of emails the average employee receives each day. Again, for busy educators, reclaiming some of the time lost to emails is an attractive proposition. Plus, professors can create channels for specific classes, where they share notes, supporting documents and updates with all relevant students without flooding inboxes. You can also create Slack channels with people outside of your organization. Having a shared Slack channel with an academic you're collaborating with on a new research study could speed up communication immeasurably.

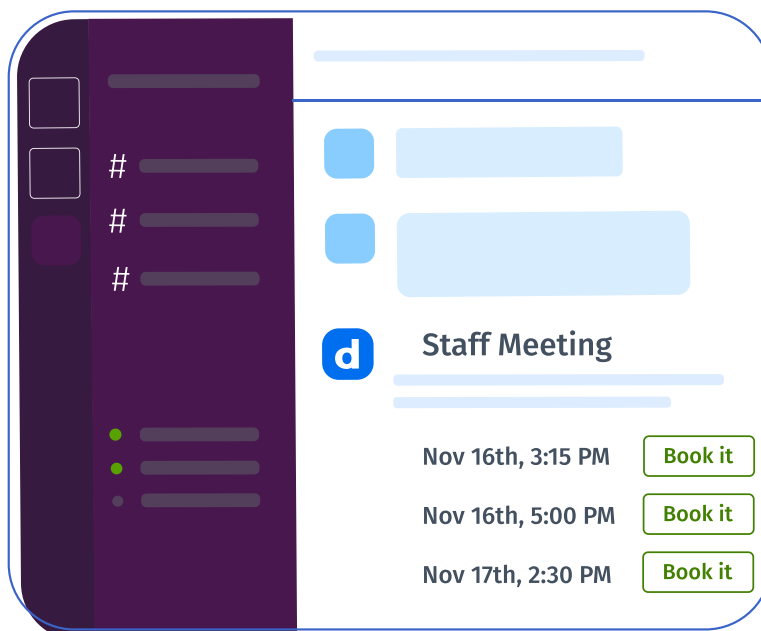
One of Slack's main advantages is the ability to do so much work without ever leaving the platform. As [almost two-thirds of engaged employees claim to lose 30 minutes or more per day switching between apps or tools](#) – a figure that adds up to 130 hours per employee per year – working within the same environment has productivity and financial benefits to the school. That's why we created the [Doodle Bot for Slack](#).

- Download Doodle Bot from the [Slack app directory](#).
- Make sure you connect your Slack account to your Doodle account.
- Now, via either the apps link on the sidebar, the lightning bolt shortcut button or, if you're a Slack pro, using the shortcuts menu, you can access all the functionalities of Doodle from directly within Slack.
- Create time options for a meeting and choose the participants to invite. If guests connect to your Slack workspace, they will receive the notification and time options in Slack. Other guests will receive the clickable options as an email.
- Finally, you can also see the most popular time options without leaving the Slack environment.

Quick Tip

Here are some power tips you can use to become a scheduling expert with the Doodle Bot in Slack:

1. Type `/doodle signup`` into the message box anywhere in Slack, then click Enter to connect your Slack workspace and your Doodle account.
2. Type `/doodle list`` into the message box anywhere in Slack, then click Enter to see your list of Doodle Group invites. You'll be able to find polls you've created and those you've been invited to participate in.
3. Type `/doodle help`` into the message box anywhere in Slack, then click Enter to submit the command and get helpful tips and a one-minute walkthrough video.



HOW UNIVERSITIES ARE USING DOODLE TO STAY ORGANIZED & MANAGE THEIR TIME

University of Virginia: Managing Executive Schedules

Large universities are every bit as complex as Fortune 500 organizations, and organizing senior executives' schedules is just as time-consuming and stressful within an academic setting. The executive assistants at the [University of Virginia](#) needed help and turned to Doodle.

One of those assistants, Sarah, describes herself as a "super-temp." Sarah is responsible for scheduling around ten important meetings each week, with a mix of internal and external participants.

"Meetings are my bread and butter," she explains. "The meetings that I schedule can be anything from VPs throughout the university, assistant VP, other directors, COOs, CFOs, CTOs and chief executives throughout different departments..."

- Sarah uses Doodle to manage multiple executives' calendars.
- Doodle helps her find a convenient time to ensure that all invitees can attend.
- She uses Bookable Calendar to set up customized calendar links for each of her executives and shares those calendar links with guests, allowing them to book their meetings directly.
- Sarah used Doodle to quickly and painlessly find available dates and schedule a leadership retreat for hundreds of the university's high-level executives and academic staff.

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

University of South Carolina: Balancing Teaching and Administrative Duties

From teaching and office hours to administrative tasks, extra-curricular activities, meetings, talks and creating time for their own research, professors' schedules are chaotic and time is of the essence.

"Academics are really like the poster children of the type of person who Doodle is perfect for," says Simon Tarr, Professor of Media Arts and Director of Undergraduate Studies at the [University of South Carolina](#). Professor Tarr explains that faculty at the University of South Carolina have found Doodle extremely valuable for balancing their teaching and research responsibilities.

"I use Doodle for almost everything. Because if anyone ever wants anything, I just say, here, fine, here's a Doodle. And then I can sort of scaffold when is available for me."

- Professor Tarr uses Doodle to establish blocks of time dedicated to specific tasks.
- He uses Doodle 1:1 and Bookable Calendar to take the pain and guesswork out of scheduling supervision time, feedback sessions and group critiques with students.
- Group Polls have streamlined the process of scheduling workshops.
- Faculty at the University of South Carolina can now find time in the equally finely-calibrated schedules of colleagues they need to meet to discuss courses, projects, events or research.

"It's impossible to reasonably figure out when five professors could actually sit down in the same place for an hour, but you can with Doodle, right!"

University of California, Davis: Ensuring Lab Safety and Compliance

Regular inspections are essential to the safe and compliant running of university laboratories. But the number of inspections and assessments can run into the hundreds each year. UC Davis found that aligning everyone involved in the process, from heads of laboratories to researchers and assistants, was a logistical nightmare that wasn't only time-consuming, but also put their labs at risk of non-compliance. They needed a scheduling platform to simplify, automate and speed up the scheduling process.

- The UC Davis lab team uses Doodle 1:1 meetings to schedule hundreds of inspections in just a few minutes.
- They send 1:1 invitations to inspectors and allow them to pick the most convenient time.
- If inspections need to be rescheduled, it's done automatically rather than involving tens of emails back-and-forth between the lab manager, researchers and inspectors.

"Doodle's link sharing feature is incredibly useful and beneficial for my team. If our lab researchers aren't in the lab and I don't get a response to a meeting invitation, I can simply copy the link and send it to the lab manager," explains Tarran Richardson, Environmental Health & Safety Specialist at UC Davis. "No time is lost and inspections aren't unnecessarily delayed. And best of all, our researchers can carry on with the important work they're doing."

Richardson estimates the time saved by using Doodle to schedule lab inspections is as much as a month each year.

"On top of the added convenience, this has also allowed our researchers to focus on the most important thing - their trailblazing research experiments and trials - instead of dealing with mundane technicalities."



CONCLUSION

How do you handle meetings in your school or university? It initially sounds like a fairly innocuous question but, having now dived headfirst into the subject of scheduling, you may find the answer is not as simple as it first seemed.

How much time do you estimate you spend each month scheduling meetings? How many times have you thrown your hands in the air at the impossible task of finding a convenient slot in everyone's agenda for an essential departmental or project meeting? How often have you spent an important slice of time organizing a meeting only to have a guest cancel at the last minute, meaning the whole process has to start again?

For educational institutions, where every conceivable type and size of a meeting occurs every day, scheduling is a complex web of inefficiency. Emails and invites bounce back-and-forth between participants. Assistants are drained by continually dealing with the never-ending game of executive Calendar Tetris. Students gradually disengage because they can never

find a convenient time with professors or academic supervisors.

It's time we recognize our strengths and weaknesses as humans. Professors should be freed up to teach, inspire, question and lead bright, curious minds. Researchers should dedicate their hours to trail-blazing research. Recruiters, communications professionals, managers and other support functions should ensure the institution's ever-improved running and standing. None of them should be forced into a vicious cycle of scheduling meetings.

Quality software, powered by AI, can take on many manual, repeatable roles in universities and colleges, such as scheduling. What's more, technology can perform these tasks more efficiently and inexpensively, freeing up time for faculty, researchers and administrative employees to do more nuanced, creative and essential work. In a sector defined by a high volume of meetings, the ROI of time-saving, student-pleasing scheduling software is clear.

ABOUT DOODLE

Doodle is the leading enterprise scheduling technology helping the world's largest brands instantly set meetings with clients, colleagues and teams. Tapping into the unique nature of smart scheduling with AI and chatbots, Doodle simplifies the planning of 1:1 and group meetings for professionals.

As the world's most trusted online scheduling platform, Doodle has more than 30 million monthly active users. Part of the Swiss media group TX Group, Doodle AG is headquartered in Zurich, with offices in Berlin, Atlanta, New York City and Belgrade.

CONTACT US

To learn how Doodle can help you get meetings scheduled quickly and effortlessly, [contact our sales team for a product demonstration](#).

If you would like to test out Doodle before committing long-term, you can [get started with a free 14-day trial](#).