TimeCubby

GROUP SCHEDULING / WEEKLY PLANNER

Find a weekly time your group can keep.

Choose a shared time zone and a complete meeting window. Ask for usual availability, then confirm the chosen pattern.

Tuesday, 18:00-19:00 — **2 of 3**

Alex + Sam available; Jo unavailable

Wednesday, 18:00-19:00 — **2 of 3**

Sam + Jo available; Alex unavailable

Thursday, 18:00-19:00 — **3 of 3**

Alex, Sam and Jo available

Fictional example in one shared time zone. Weekly polls collect usual availability and let you copy a pattern; they do not create a calendar series. Recheck the first date and daylight-saving changes.

Agree on the next meeting

Group / meeting length _____

Shared time zone / candidate weekdays _____

Chosen weekday and complete time window _____

First actual meeting date / confirmation _____

Try the example. Make it your own.

timecubby.com/group-scheduling

Original TimeCubby planning example. Free to print and share with attribution.