# Activity sheet 3.10: Using diary management software

*Learning outcome A: Modern technologies*

*A1: Modern technologies*

You work as an administrative assistant for Barkers Doors, a leading manufacturer of doors for houses and offices. Part of your job is to help to organise meetings and appointments for the business’s managers.

For each scenario below, describe how you would use diary management software to organise meetings or appointments.

All employees at Barkers Doors have an email address with the following convention: [firstname.lastname@barkersdoors.co.uk](mailto:firstname.lastname@barkersdoors.co.uk).

For example, the email address of Henry Jacobson would be [henry.jacobson@barkersdoors.co.uk](mailto:henry.jacobson@barkersdoors.co.uk).

## Scenario 1

A meeting is being held to decide on the best colours for a new door.

The senior product manager, Hazel Sleeper, wants the meeting to be held at 10 a.m. next Tuesday. As well as Hazel, the following people should attend the meeting:

* Nina Sohal, Marketing Manager
* Amar Akhtar, Finance Manager
* Joel Gardener, Senior Colour Consultant.

If any of the invitees cannot attend the meeting, Hazel is available all day Wednesday or Thursday. Invitees can suggest when they are available on these days.

## Scenario 2

Nina Sohal wants to schedule a meeting to take place each week at 9 a.m. on Monday.   
All members of the marketing department must attend. Recently, some people have forgotten to attend meetings because they were too busy to check their diary beforehand.

## Scenario 3

Terry Flintoff is the computer network manager. Terry is interviewing seven people for a new vacancy on Wednesday next week. The interviews take place at hourly intervals starting at   
9.30 a.m. Each interview lasts for 40 minutes. Terry will take his lunch break between 12.15 and 1.15 p.m., so there will be no interview starting at 12.30 p.m. Terry would like to be reminded of each appointment five minutes before it starts. Terry will be unavailable for meetings for the whole day until 5.30 p.m.

**Take it further**

Write a short guide for employees of Barkers Doors explaining how they could use the features of diary management software to manage project teams.