

# **APPS SCRIPT CALENDAR - AUTOMATION SCRIPT**

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# Introduction:

*This is an excel tool, which helps the user set up a schedule each week. There is no hosting required. This is just a one click tool that will auto generate events on your calendar!*

## Purpose:

We all know that work and home life balance is very hard to maintain. This tool helps the user maintain a schedule without the user requiring what they always need to do on a weekly basis. In result, this will hopefully keep the user have a more clean mental state in how the week is going to go.

## How?

The excel sheet generates events based on tags to set up the schedule for the week ( NOT WEEKEND). No one should really not work on the weekend. This will also mean that there are no reminders for any weekend. Also a secondary tag has been created "" weekly"", which can help with setting events for anything during the week, this could be something as small as exercise or something more like playing games again.

Tag	Name	Description	Start Time	End time	Time Tag	Color	Day
Work	Tech company	Name of the role	8:00 AM	4:30:00 PM	Daily	PALE_GREEN	
Exercise	Workout	Gym	5:00 AM	5:30 AM	Daily	PALE_BLUE	
Chores	Morning Cleaning	Laundry and other stuff like that	6:00 AM	6:45 AM	Daily	PALE_BLUE	
Design	Design Thinking Practice	Drafting my projects	7:00 PM	8:00 PM	Daily	PALE_BLUE	
Productivity	Journalling	Hugo Updating - Phone or Laptop	8:00 PM	8:30 PM	Weekly	PALE_BLUE	Mon

*Figure 1. Example of what the excel sheet cells look like.*

## Structure:

TAG	NAME	Description	Start Date	End Date	Time Tag	Color	Day
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*Tag + Name = Title of the events - Format - String*

The excel scheduler is structured in a way where it helps the user keep track of their events even if the user is not in a mental state. This is a way to categorize the events so the user is able to see the main purpose of the event.

*Description - Format - String*

- is the main to outline what is required

#### *Start date - Format - Time*

This is to outline what is required to start time of the event.

#### *End date - Format - Time*

This is to outline what is required to End time of the event.

#### *Time Tag - Format - String*

Currently there are two options, which can be used to set up the schedule.

1. Daily - if used, an event will be created everyday of the week.
2. Weekly - if used, an event will only be created on the days that are designated on *Day cell*.

#### *Color - Format - String*

This is where the user is able to choose what color the event is generated in. As per the colors which are baked into google calendar. Colors options are shown below. In which have been changed so it is easier for the user to decide:

- "PALE\_BLUE"
- "PALE\_GREEN"
- "MAUVE"
- "PALE\_RED"
- "YELLOW"
- "ORANGE"
- "CYAN"
- "GRAY"
- "BLUE"

## **How to use it?**

1. Copy the .gs for the script from the link below:
2. Open up an excel sheet
3. Use the template as a base to what you want
4. To make a button to allow it to activate.