

Email & Calendar Management for Small Business Consultant

Client: Salomon Abeso -Independent Business Consultant (EG)

Objective

To streamline communication, manage client appointment efficiently, and ensure Salomon stays on top of important deadlines and meetings.

Scope of Work

Inbox Management	<ul style="list-style-type: none">• Organized 100+ unread emails into folders• Set up Gmail filters to auto-sort• Flagged urgent client emails
Calendar Scheduling	<ul style="list-style-type: none">• Synced Google Calendar with Calendly• Scheduled recurring meetings• Set up reminders for deadlines
Client Communication	<ul style="list-style-type: none">• Sent confirmation & follow-ups• Drafted professional templates

Tools & Platforms Used

- Gmail – inbox filtering & template emails
- Google Calendar – scheduling & reminders
- Calendly – appointment booking integration
- Notion – task tracking & notes

Workflow

1. Client grants email/calendar access
2. Inbox cleaned and organized
3. Meeting scheduled via calendly
4. Daily/weekly summary sent
5. Reminders and follow-ups sent automatically

Results and impact

- Reduced unread emails from 100+ to <30
- Eliminated double-bookings

- Saved 7+ hours/week of admin tasks
- Improved client response time from 48 to under 12h