

WITH AMANDA RICHARDS  
TUESDAY OCTOBER 27, 2020

# Daily Bite Size Training

Topic:  
Calendar Management

# SIMPLIFY SCHEDULING

It takes an average of **8 emails** to set up an **appointment**

**Now** you can **accomplish** that with **1 email** at your agency

Agents can schedule meetings with leads or prospects **by just sharing a link** & letting them pick a slot that **works best for them**

## **Problem:**

Hassle of back & forth communication to set up an appointment

## **SOLUTION:**

Automate your appointments – Share the link for appointments in your email campaign

# Accomplish more in less time

STAY AHEAD OF THE CURVE



**InsuredMine Calendar helps manage:**

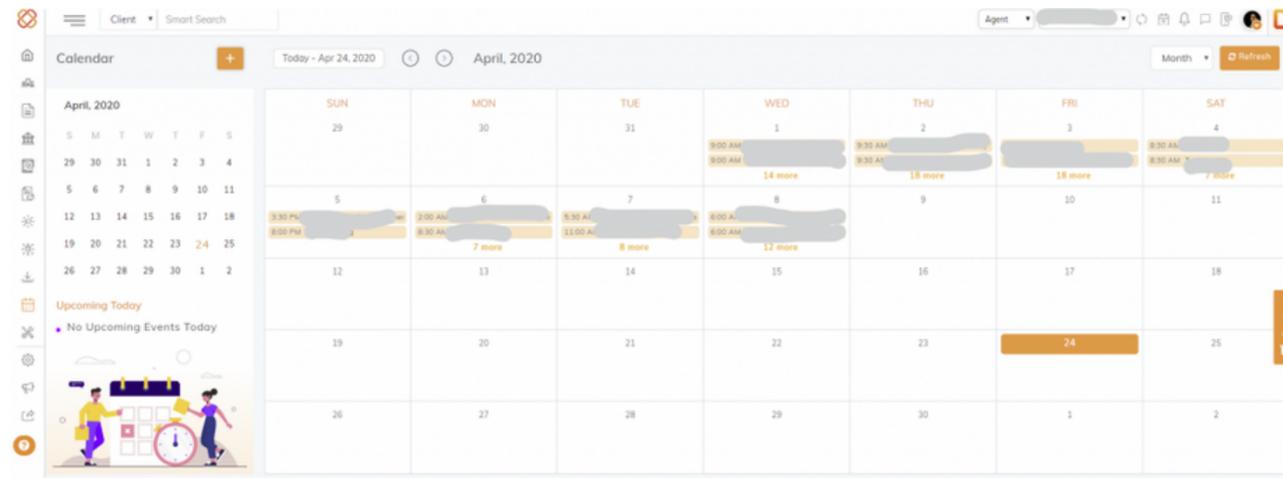
- Meetings
- Work activities
- Send invites
- Plan events
- Share schedules
- 

**Set reminders for:**

- To-do lists
- Never miss a deadline or high priority task

# Additional Calendar Features

SCHEDULE TIME EFFICIENTLY



- Add Notes
- Daily, Weekly, Monthly Preview
- Sync Functionality
  - Facebook
  - LinkedIn
  - Twitter
  - Agency Website
  - Google Calendar
  - Work Email

# THANK YOU!

To learn more please visit:

[Knowledge base](#)

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