



Calendar Audit Template

Design for Capability. Not Perfection.

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Purpose

Most organizations believe culture is defined by values, policies, or statements.

It isn't.

It is defined by how time is structured.

By:

- when meetings happen
- who is expected to attend
- how long they last
- and what they prioritize

And this is where many companies unintentionally push people out.

Not through intention.

But through design.

Late meetings.

Overloaded calendars.

Invisible expectations.

The result:

- reduced productivity
 - increased stress
 - exclusion of caregivers
 - and silent disengagement
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This tool helps you make the invisible visible.

And redesign it.

How to Use This Tool

Run this audit across a 2–4 week period.

Review:

- individual calendars
- team calendars
- leadership rhythms

Look for patterns—not exceptions.

Calendar Audit Template

1. Meeting Landscape Overview

Meeting Type	Duration	Participants	Purpose	Value (High / Medium / Low)
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Reflection Questions

- Does every meeting have a clear purpose?
 - Are the right people in the room or just many people?
 - Is participation active or passive?
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2. Time & Inclusion Analysis

This is where culture becomes visible.

Audit for:

- Meetings scheduled outside core working hours
 - Recurrent late-day or early-morning meetings
 - Overlap with school or caregiving hours
 - Expectations of constant availability
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Key Question

Who is excluded by the way we schedule time?

3. Meeting Efficiency

Look at:

- Average meeting length (60 vs. 45 vs. 30 minutes)
 - Number of meetings per day
 - Breaks between meetings
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Red Flags

- ⚠ Back-to-back meetings all day
 - ⚠ No time for focused work
 - ⚠ Large groups with low contribution
 - ⚠ Meetings without decisions
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4. Core Collaboration Hours

Define and protect a shared window where collaboration happens.

Example:

09:00 – 16:00

Principles

- ✓ Meetings happen within this window
 - ✓ Outside = focus time / flexibility
 - ✓ Enables inclusion for different life realities
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5. Optimization Actions

Start small, but be consistent.

- Reduce meeting length (60 → 45 minutes)
 - Limit participants to decision-makers
 - Introduce “no-meeting” focus blocks
 - Replace status meetings with async updates
 - Define clear agendas and outcomes
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6. Success Indicators

Track the impact over time:

- 20–30% reduction in meeting hours
 - Increased focus time
 - Higher engagement and participation
 - Improved team satisfaction
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For Leaders – A Critical Reflection

Look at your own calendar.

Because culture does not follow policy.

It follows behavior.

Ask yourself:

- What does my calendar signal as important?
 - Who can realistically participate in my schedule?
 - Am I creating space or pressure?
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One Principle to Remember

Inclusion is not a policy.

It is a practice.

And that practice is visible every single day in how time is designed.

Final

Before you close this audit, ask:

“If someone new joined this team tomorrow—would they be able to thrive within this calendar?”