

What is Notion Calendar? How to use Notion Calendar for time management

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Many users rely on Notion for its note-taking and workspace management features. And now, the much-loved productivity app has released a calendar service called Notion Calendar. So what is Notion Calendar and how can you use it to manage your time? Let's find out details through the following article!

What is Notion Calendar?

Notion Calendar is an app released by Notion in January 2024. This tool is different from the Calendar template that exists in the main Notion app because it focuses on a daily overview. Instead, Notion Calendar lets you see complete details about your time - making it very similar to Google Calendar and Apple Calendar.

Besides planning your day in Notion Calendar, you can also let others know about your availability. Furthermore, you can quickly set up a meeting with others through the Quick meeting tool. For these reasons, this app is great for both students and employees; not just individual users.

Other useful features in Notion Calendar include:

1. Convert to see what week of the year it is (this is useful if you live in a country where you count weeks).
2. Select the number of days you want to see in your calendar view.
3. Toggle calendar display to customize your view.

How to download Notion Calendar

The Notion Calendar app is available for macOS, Windows, and iOS. If you own a Mac, you can download the program to a computer with both Intel and Silicon chips.

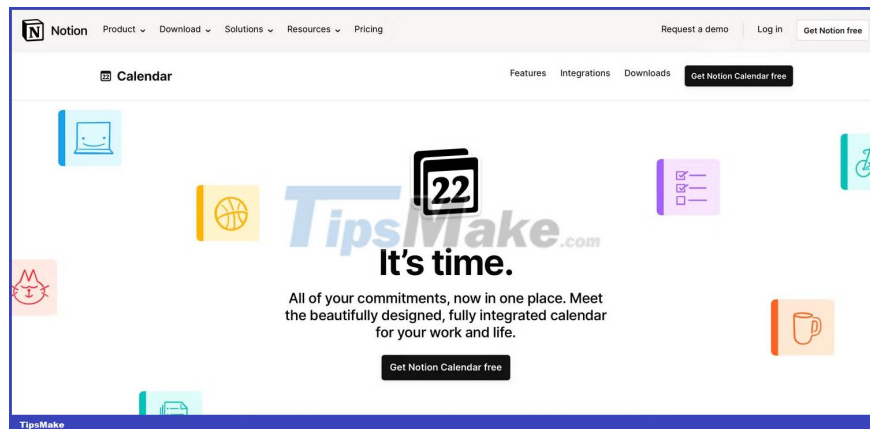
Downloading Notion Calendar for computers and phones will be different. Below are the steps required to download the app on both devices.

How to download Notion Calendar on your computer

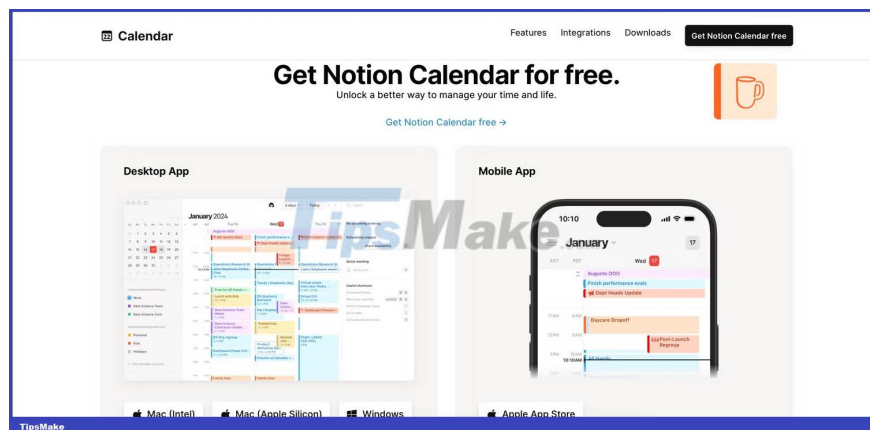
To download Notion Calendar for Windows or macOS, follow these instructions.

1. Navigate to the Notion Calendar website.

2. Click Downloads.



3. In the Desktop App section, choose from: Mac (Intel), Mac (Silicon) and Windows.

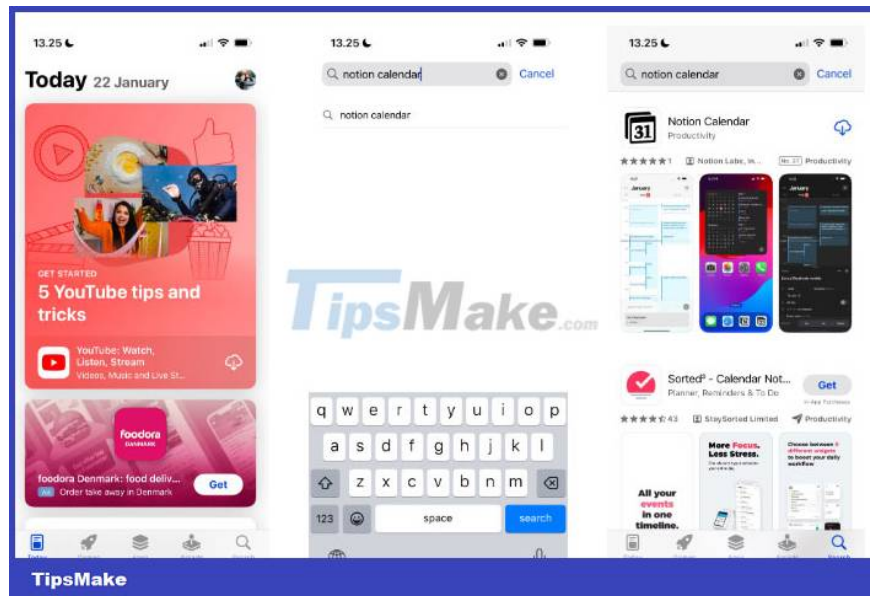


4. Follow the remaining instructions on your respective device. You will need to drag and drop the Notion Calendar icon into the Applications folder if you use a Mac.

How to download Notion Calendar for iOS

To download the Notion Calendar app for your iPhone:

1. Go to the App Store.
2. Click the Search tab.
3. Enter Notion Calendar and press Search.
4. Download Notion Calendar when you see it.



How to use Notion Calendar to manage your time

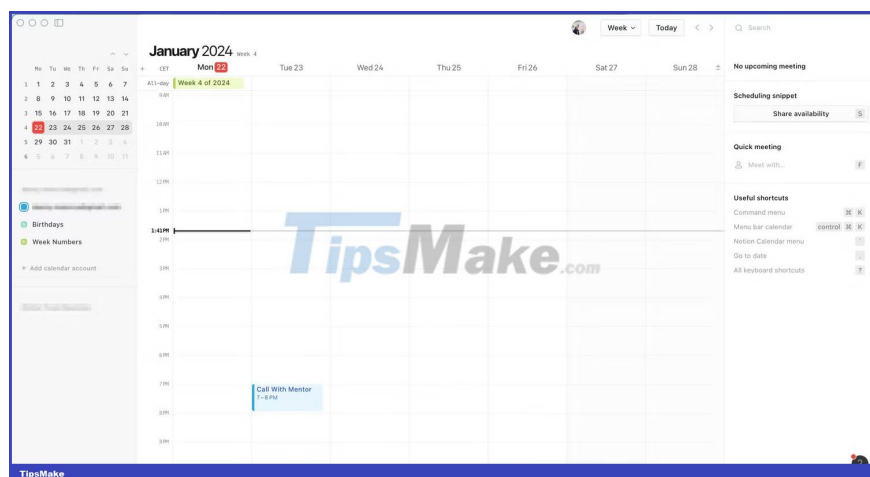
Once you download Notion Calendar, you're ready to start using it to manage your time effectively. Below, you'll find a step-by-step guide to the most essential productivity functions in Notion Calendar.

Connect your existing calendar to Notion Calendar

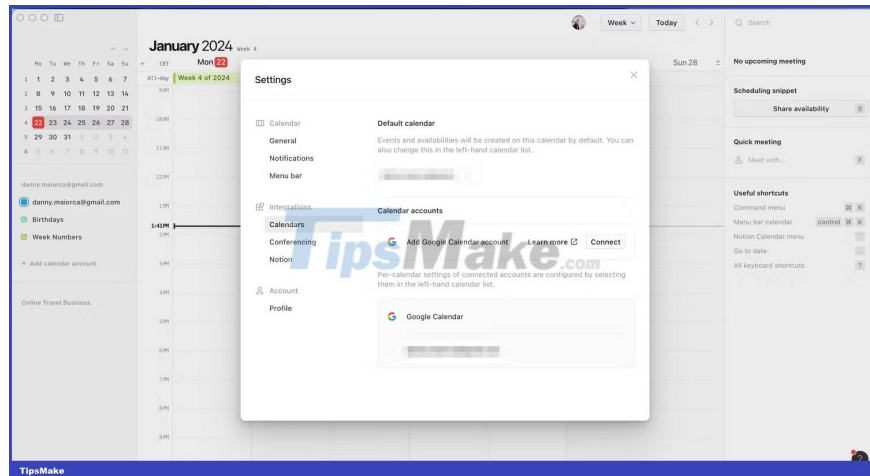
If you already plan your week in Google Calendar or a similar app, you might just want to integrate everything in Notion Calendar instead of starting from scratch. At the time of writing in January 2024, you cannot combine apps other than Google Calendar - such as Apple Calendar - into Notion.

The good news is that if you use Google Calendar, integrating your existing schedule into Notion Calendar is easy. Below are the steps you should follow on your computer.

1. On the left side, select + Add calendar account.

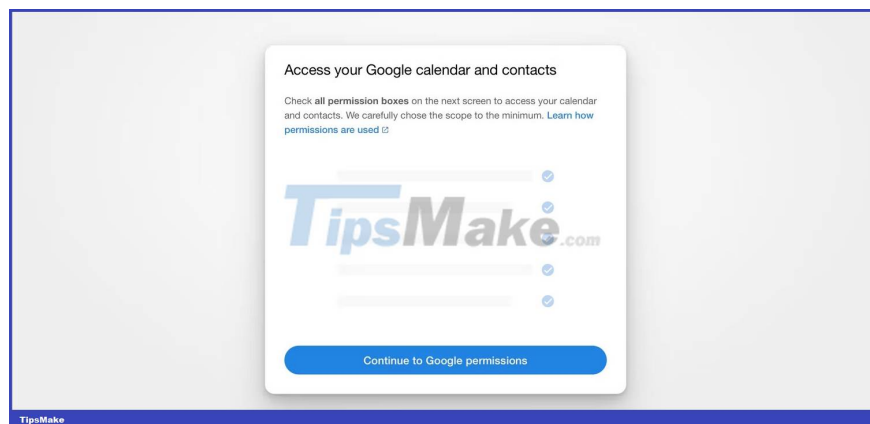


2. Go to Integrations and click Calendars.



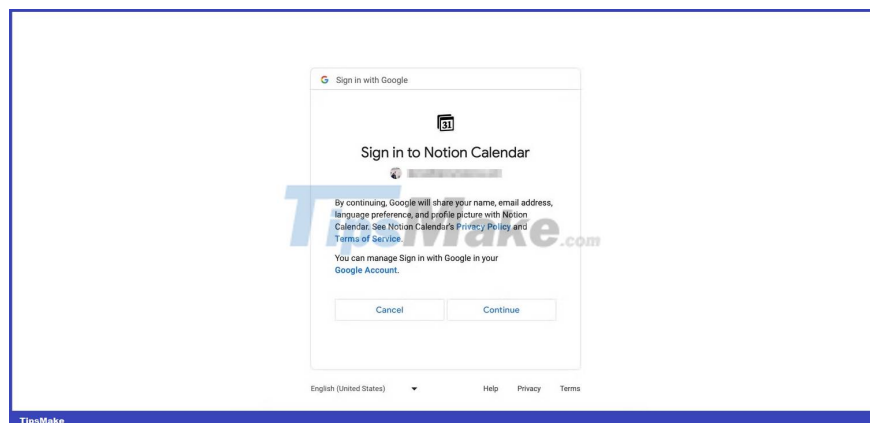
3. In Calendar accounts, select Connect.

4. A new tab will open in your browser. Click Continue to Google Permissions.

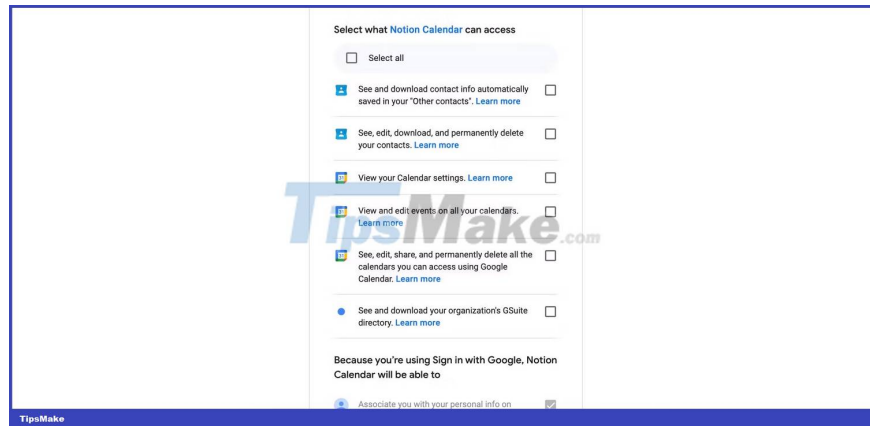


5. Select and log in to the Google account you want to integrate into Notion Calendar.

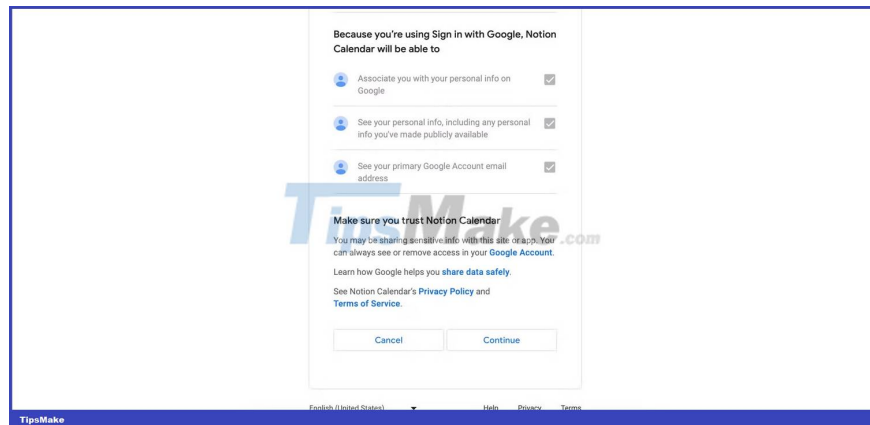
6. Select Continue.



7. Check the boxes next to everything you want to grant access to Notion Calendar.



8. Scroll down and select Continue.



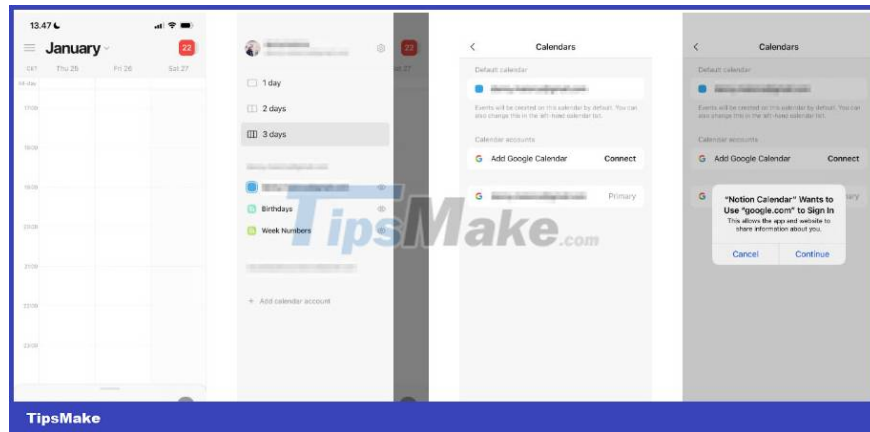
9. If the pop-up menu asks if you want your website to open Notion Calendar, give it permission. After a few seconds, your new calendar will be integrated into the app.



On the Notion Calendar app for iOS, integrating your calendar is a slightly different process.

1. Open the Notion Calendar app and select the hamburger icon in the top left corner.
2. Select + Add calendar account.

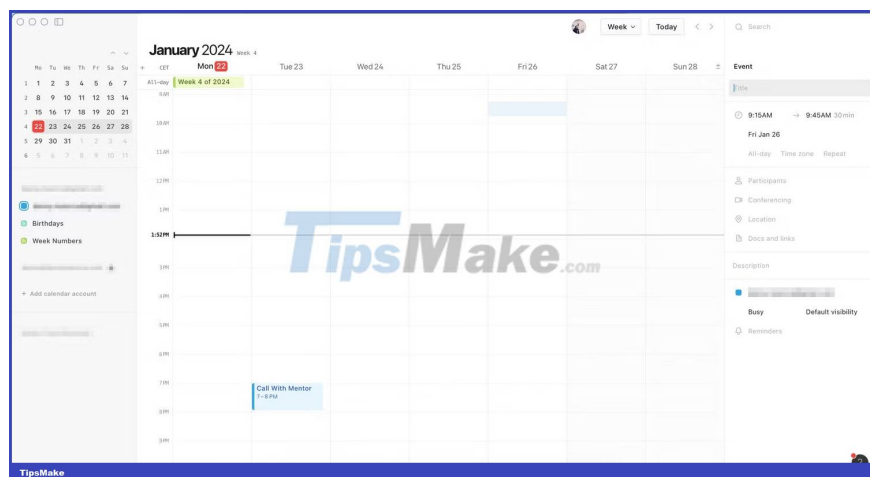
3. Click Connect next to Add Google Calendar. When asked if you can allow Google to sign in, tap Continue.
4. The following steps are the same as when you integrate your calendar on your computer. Sign in to your Google account and grant access to the Notion Calendar app.



How to add new tasks to Notion Calendar

Adding new tasks and appointments to the Notion Calendar app is extremely simple. On Windows or Mac:

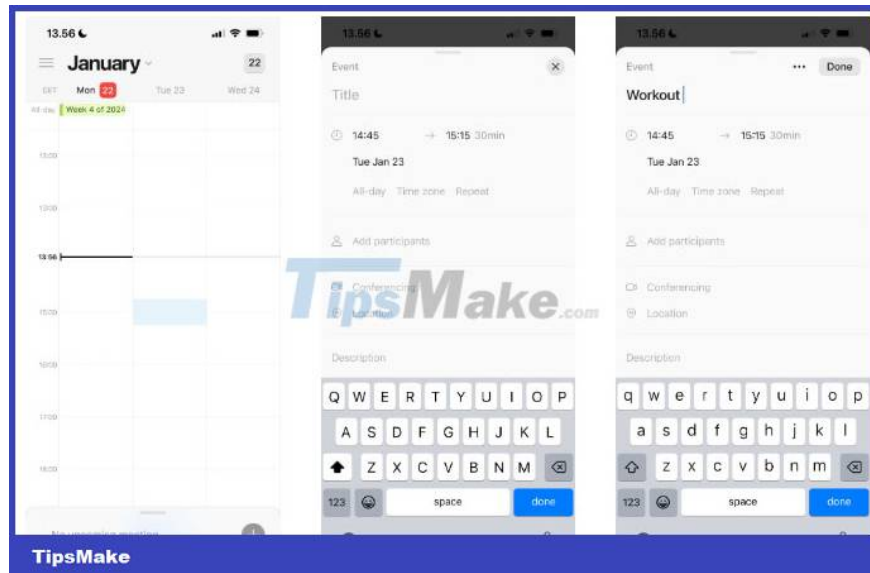
1. Double-tap the location where you want to add a new event.
2. Name your event in the Title text box.



3. Tap the time and date boxes to customize them. Then add participants, locations, and everything else you need.
4. When you're done, tap anywhere on your screen.

On your iPhone, follow these steps.

1. Tap the + button or tap and hold your calendar screen to create a new event.
2. Customize title and other categories. Then press Done in the upper right corner.



Changing the color of tasks in Notion Calendar can help you organize things more easily. To do this, open your task and tap the color next to the calendar associated with that task. Under Event color, choose your new color.

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