How to Import Your Audiobook Production Calendar

STEP 1: DOWNLOAD THE FILE

This calendar template includes all key milestones and deadlines for your audiobook production project with Kelly Jean (Emily Rose).

OPTION 1: IMPORT TO GOOGLE CALENDAR

1. Download the Audiobook-Production-Calendar-Template.ics file to your computer.
2. Open Google Calendar
3. Click the gear icon > Settings
4. Click "Import & Export" in the left sidebar
5. Click "Select file from your computer"
6. Choose the downloaded .ics file
7. Select which calendar to add event to
8. Click "Import"

OPTION 2: IMPORT TO APPLE CALENDAR (Mac/iPhone)

1. Download the Audiobook-Production-Calendar-Template.ics file to your computer.
2. Double-click the file
3. Calendar will open automatically
4. Click "Add" to import all events
5. Events will appear in your default calendar

OPTION 3: IMPORT TO OUTLOOK

1. Download the Audiobook-Production-Calendar-Template.ics file to your computer.
2. Open Outlook
3. Go to File > Open & Export > Import/Export
4. Select "Import and iCalendar (.ics) or vCalendar file"
5. Browse to the downloaded file
6. Click "Import"

CUSTOMIZING YOUR DATES

The template uses sample dates. To adjust for your actual project:

1. After importing find the "Project Start" event
2. Move it to your actual start date
3. Select all audiobook events
4. Drag them together to maintain the timeline spacing

,OR manually adjust each event to match your confirmted timeline.

SETTING REMINDERS

The dates should have reminders on them already, but here are recommended reminders:

- Voice Sample Review: 1 day before
- Milestone Check-ins: 1 day before
- Review Deadline 3 days before AND 1 day before
- Final Approval: 1 day before

TO ADD REMINDERS

1. Chick on any event
2. Click "Edit event"
3. Add notification/reminder
4. Choose timing (1 day before, etc)

QUESTION?

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