

CALENDAR, EMAIL & SCHEDULING MANAGEMENT SYSTEM

SAMPLE/ DEMO PORTFOLIO PROJECT

Company: Northstar Business Consulting

Executive: Alex Morgan, Founder & Managing Director

Project Type: Self-Directed Portfolio Project / Executive Support Simulation

Role: Executive Virtual Assistant

Tools: Google Calendar, Gmail, Google Tasks, Google Drive, Google Docs, Calendly

Project Summary

I built an executive support and scheduling system for a fictional consulting business, Northstar Business Consulting, to demonstrate practical Executive Virtual Assistant and operations support skills.

The project focused on organizing an executive's calendar, managing tasks and follow-ups, creating structured meeting documentation, organizing business files, and setting up an appointment scheduling system

I used Google Calendar, Gmail, Google Tasks, Google Drive, Google Docs, and Calendly to create a connected workflow that helps an executive stay organized, keep track of priorities, manage meetings, and make scheduling easier.

The project was designed to reflect the type of day-to-day administrative and executive support work a remote assistant may handle for a busy founder or business owner.

WHAT I BUILT

- **Executive Calendar Management**

Created and organized a structured executive calendar with focus time, client meetings, internal meetings, project reviews, finance reviews, and follow-up periods.

- **Meeting Scheduling**

Organized meetings with appropriate dates, times, descriptions, attendees, and Google Meet details.

- **Google Tasks Management**

Created tasks with priorities, due dates, and follow-up actions to help track outstanding executive responsibilities.

- **Meeting Notes System**

Created a reusable Google Docs meeting-notes template covering meeting objectives, discussion points, decisions, action items, responsible persons, deadlines, and follow-up dates.

- **Weekly Executive Brief**

Created a structured weekly briefing document covering priorities, upcoming meetings, outstanding tasks, waiting responses, important updates, issues requiring attention, and next week's priorities.

- **Google Drive Organization**

Created a structured business filing system with folders for Executive, Clients, Meetings, Finance, Projects, Reports, Reference, and Templates.

- **Appointment Scheduling**

Created a 30-Minute Discovery Call appointment type in Calendly with controlled availability and Google Calendar integration.

- **Calendar Conflict Management**

Configured appointment scheduling around existing calendar commitments so available booking times do not conflict with scheduled events.

SKILLS DEMONSTRATED

- **Executive Calendar Management**
- **Meeting Scheduling**
- **Task Management**
- **Follow-Up Management**
- **Meeting Documentation**
- **Google Workspace**
- **Google Calendar**
- **Google Tasks**
- **Google Drive**
- **Google Docs**
- **Gmail**
- **Calendly**
- **Administrative Support**
- **Operations Support**

PROJECT OUTCOME

The completed system provides a practical example of how an Executive Virtual Assistant can organize an executive's daily workflow across calendar management, tasks, meetings, documents, email, and appointment scheduling.

Instead of managing each area separately, the project connects the different tools into a simple workflow that makes upcoming commitments, follow-ups, documents, and appointments easier to manage.

This project demonstrates my ability to organize information, maintain structured workflows, manage scheduling details, and support an executive with day-to-day administrative operations.

Portfolio Disclaimer:

Northstar Business Consulting, Alex Morgan, clients, contacts, meetings, documents, emails, schedules, and other business information used in this project are fictional and were created for demonstration and portfolio purposes only.

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October 2026

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Search for people

- Booking pages
- 30-MINUTE DISCOVERY C...
- Upgrade scheduling
- My calendars
- Other calendars

SUN 27	MON 28	TUE 29	WED 30	THU Oct 1	FRI 2	SAT 3
	9am EXECUTIVE FOCUS TII 10am CLIENT CHECK-IN 11am OPERATIONS MEETIN 5 more	9am EXECUTIVE FOCUS TII 10am 30-MINUTE DISCC 10am CLIENT CHECK-IN 7 more	9am EXECUTIVE FOCUS TII 10am CLIENT CHECK-IN 11am OPERATIONS MEETIN 5 more	9am EXECUTIVE FOCUS TII 10am 30-MINUTE DISCC 10am CLIENT CHECK-IN 7 more	9am EXECUTIVE FOCUS TII 10am CLIENT CHECK-IN 11am OPERATIONS MEETIN 5 more	
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October 2026

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25	26	27	28	29	30	31
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Search for people

Booking pages

30-MINUTE DISCOVERY C...

Upgrade scheduling

	SUN 27	MON 28	TUE 29	WED 30	THU 1	FRI 2	SAT 3
GMT+01							
9 AM		EXECUTIVE FOC 9 – 10am	EXECUTIVE FOC 9 – 10am	EXECUTIVE FOC 9 – 10am	EXECUTIVE FOC 9 – 10am	EXECUTIVE FOC 9 – 10am	
10 AM		CLIENT CHECK	CLIENT CHE	CLIENT CHECK	CLIENT CHE	CLIENT CHECK	
11 AM		OPERATIONS M 11am – 12pm	OPERATION 11am – 12pm	OPERATIONS M 11am – 12pm	OPERATION 11am – 12pm	OPERATIONS M 11am – 12pm	
12 PM		LUNCH BREAK,	LUNCH BREAK,	LUNCH BREAK,	LUNCH BREAK,	LUNCH BREAK,	
1 PM		FINANCE REVIE	FINANCE REVIE	FINANCE REVIE	FINANCE REVIE	FINANCE REVIE	
2 PM		PROJECT REVIE 2 – 3pm	PROJECT R 2 – 3pm	PROJECT REVIE 2 – 3pm	PROJECT R 2 – 3pm	PROJECT REVIE 2 – 3pm	
3 PM		CLIENT CONSU	CLIENT COI	CLIENT CONSU	CLIENT COI	CLIENT CONSU	
4 PM		EMAIL & FOLLO	EMAIL & FOLLO	EMAIL & FOLLO	EMAIL & FOLLO	EMAIL & FOLLO	
5 PM							

Activate Windows
Go to Settings to activate Window

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October 2026

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18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

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Search for people

Booking pages ^

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30-MINUTE DISCOVERY C...

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Upgrade scheduling

THU

1

GMT+01

9 AM

EXECUTIVE FOCUS TIME
9 – 10am

10 AM

🗓️

CLIENT CHECK-IN, 10am

11 AM

OPERATIONS MEETING
11am – 12pm

12 PM

LUNCH BREAK, 12:15pm

1 PM

FINANCE REVIEW, 1pm

2 PM

🗓️

PROJECT REVIEW
2 – 3pm

3 PM

CLIENT CONSULTATION, 3:30pm

4 PM

EMAIL & FOLLOW-UP, 4pm

5 PM

Activate Windows

Go to Settings to activate Winc

Create

All tasks

Starred

Lists

My Tasks

5

Create new list

My Tasks

Add a task

REVIEW WEEKLY EXECUTIVE REPORT

Tomorrow

SEND MEETING FOLLOW-UP TO ELEVATE PARTNERS

Today

PREPARE VERTEX PROJECTS MEETING AGENDA

Yesterday

REVIEW BRIGHTPATH FINANCE INVOICE

2 days ago

FOLLOW UP WITH APEX GROWTH REGARDING PROPOSAL

3 days ago

Create

All tasks

Starred

Lists

My Tasks

2

Create new list

My Tasks

Add a task

REVIEW WEEKLY EXECUTIVE REPORT

Tomorrow

SEND MEETING FOLLOW-UP TO ELEVATE PARTNERS

Today

Completed (3)

~~FOLLOW UP WITH APEX GROWTH REGARDING PROPOSAL~~

Completed: Fri, Sep 11

~~PREPARE VERTEX PROJECTS MEETING AGENDA~~

Completed: Fri, Sep 11

~~REVIEW BRIGHTPATH FINANCE INVOICE~~

Completed: Fri, Sep 11

This is a preview. To book an event, share the link with your invitees.

Moveahead Uchendu

30 Minute Meeting

🕒 30 min

🗣️

Web conferencing details provided upon confirmation.

Select a Date & Time

<September 2026>

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Time zone

🌐 West Africa Time (22:11) ▼

Troubleshoot

🌐🗓️🔔

30 Minute Meeting

Moveahead Uchendu

10:30 - 11:00, Wednesday, September 16, 2026

West Africa Time

🕒 You are scheduled!

A calendar invitation has been sent to your email address.

Open Invitation

Powered by
Calendly

+ Create

Scheduling

Meetings

Notetaker

Availability

Contacts

Workflows

Integrations & apps

Routing

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Analytics

Admin center

Help

Meetings

My Calendly

Search meetings

Filter

All meetings

Fri Sep 11, 2026

Today

Upcoming

This week

Last week

Fri 11 Sep

Today

No meetings today

Wed 16 Sep

10:30 - 11:00

30 Minute Meeting with The Iron Mind

Generate b

Prepare for your day

X

View upcoming meetings and review and follow-up on completed meetings throughout your day.

1 of 3

Next

View more meetings

Active
Go to S

Weekly Executive Brief

Week of:

Top Priorities

Tr Topic	Tr Decision	Owner	Status
		Person	
		Person	Not started
		Person	In progress
		Person	Blocked
		Person	Approved

Upcoming Meetings

- Calendar event

Date

Person
- Calendar event

Date

Person

Outstanding Tasks

- Add action item

Person
- Add action item

Person

Waiting For Responses

- Add action item

Person
- Add action item

Person

Important Updates

- Add action item

Person
- Add action item

Person

Issues Requiring Attention

- Add action item

Person
- Add action item

Person

Next Weeks Priorities

Tr Topic	Tr Decision	Owner	Status
		Person	Not started
		Person	In progress
		Person	Blocked
		Person	Approved

Meeting Notes Template

Meeting Title:

Date & Time: Sep 10, 2026 12:00 PM

Event: Calendar event

Attendees: Person Person

Meeting Objectives

Topic	Time	File
Topic 1	10 min	File
Topic 2	10 min	File
Topic 3	8 min	File

Discussion Points

Reviewer	Status	Notes
Person	Not started	
Person	In progress	
Person	Under review	
Person	Approved	

Decisions Made

Tr Topic	Tr Decision	Owner	Status
		Person	Not started
		Person	In progress
		Person	Blocked
		Person	Approved

Next steps

Action Items

- Add action item

Person
- Add action item

Person

Topics for future discussions

- Add topic

Date
- Add topic

Date

Deadlines

- Calendar event

Sep 10, 2026 12:00 PM GMT+1
- Calendar event

Sep 10, 2026 12:00 PM GMT+1

Follow up Date

Date

My Drive ▾

◆ Ask Gemini

Type ▾

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Name 	Owner	Date modified
 CLIENTS	 me	Sep 10
 EXECUTIVE	 me	Sep 10
 FINANCE	 me	Sep 10
 MEETINGS	 me	Sep 10
 PROJECTS	 me	Sep 10
 REFERENCE	 me	Sep 10
 REPORTS	 me	Sep 10
 TEMPLATES	 me	Sep 10

Activat
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*Lets Make Your Busy Life
Easier!*