



Planner





Flexible holds

Scheduling links



Clockwise will optimize your calendar to create gaps of your chosen duration between blocks of meetings.

## Should Clockwise try to spread out consecutive meetings?

When possible, create a break between consecutive meetings

Schedule 5 minutes  $\,\,\checkmark\,\,$  breaks to prevent 2 hours  $\,\,\checkmark\,\,$  or more of consecutive meetings

Display these breaks on my calendar