

Kill the scheduling email thread

For solo operators running the whole business.

Who this is for

Solo operators and one-person businesses who wear every hat â sales, delivery, admin, and support â and need leverage without hiring a department.

Back-and-forth on times is unpaid project management.

Suggested stack

Calendly (or Cal.com) + calendar + CRM note. Primary tools: Calendly, Google Calendar, Zapier.

Do this

1. Create event types: Intro 20m, Working 45m, Support 15m.
2. Add buffers and daily caps so you do not overbook.
3. Zap booking â CRM contact + agenda doc.
4. Put the link in your email signature and proposal CTA.

Operator tip

Offer fewer slots that match deep-work hours. Protect mornings for shipping.

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