

Claude + Google Calendar: it books the meeting itself

Connect Claude to Google Calendar once and it becomes your scheduler. You type one plain-English sentence, Claude checks your week, spots a free slot, and creates the event, right name, right time. You open the calendar app and it is already there. I stopped booking my own meetings a while ago. People pay for scheduling tools that do exactly this, and Claude does it free inside the chat.

I did this whole thing on my phone. Claude talks to Google Calendar through a connector, so once they're linked, any chat can work your schedule: Claude reads your real calendar, finds an open slot in the window you give it, and creates the event with the title you asked for. It tells you exactly what it booked, and nothing lands on your calendar without you asking for it.

Before you start: you need the Claude app and a Google account with Google Calendar. If you don't see Connectors in Claude, update the app. When you connect, Google asks you to sign in and approve, so Claude only ever touches the calendar you allow. The same flow works on desktop too.

The 4 steps

1. **Connect Claude to Google Calendar, once.** In the Claude app, open *Connectors* (tap the + next to the message box, or go to *Settings* → *Connectors*). Find *Google Calendar*, tap *Connect*, and tap *Allow* to sign in. You only ever do this once.

2. **Give it one job.** Start a new chat and type one sentence: the window you want, how long, and what to call it. Mine is below, steal it and swap the name.
3. **Let it find the slot.** Claude scans your week, spots a free gap in the window you gave, and creates the event. It tells you the day and time it picked.
4. **Check the calendar app.** Open Google Calendar and it is right there, right time, right name. Zero back and forth.

THE EXACT PROMPT FROM THE VIDEO

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Check my calendar, find a free 30 minute slot on Tuesday or Wednesday
afternoon, and book a call called Intro with Sarah
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The pattern is: the window (which days, what time of day), the length, and the title. Naming calendar-style intent ("check my calendar", "find a free slot", "book a call") is what makes Claude reach for the connector and work your real schedule instead of guessing.

Good next prompts

- "What does my Thursday look like? Find me a free hour for deep work and block it."
- "Find a 45 minute slot next week that works in the morning and book a call called Review with the team."
- "Move my Intro with Sarah to the same time on Friday and let me know the new time."

What you need

- The Claude app (phone or desktop).
- A Google account with Google Calendar.
- About ten seconds to connect it, once. No code.

That is the whole trick. If it was useful, the newsletter is where I send the next one before it hits YouTube.

Built for curious people, not experts.

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