AT YOUR BEST

HOW TO INSTALL THE THRIVE CALENDAR

I am excited for you to begin using the Thrive Calendar, to decide how you will spend your time before others spend it for you.

Below are some instructions on how to install the Thrive Calendar.

In most cases, when you click the timezone of your choice, your default mail program will prompt you to install the calendar. An .ics file will also be automatically downloaded.

If you would like to add the Thrive Calendar separately from your main calendar follow the prompts to add the .ics file to a new calendar. This will allow you to switch back and forth between the Thrive Calendar and your main calendar.

If a manual install is required, you can follow these steps from a laptop or desktop computer.

Apple Calendar Installation

Step 1: From the File menu, choose "Import"
Step 2: Click the button to browse to where the .ics file is located on your computer
Step 3: Select the file and then click "Import"
Step 4: Select the location that you wish to add the Thrive Calendar to and select "OK"

Outlook Installation

Step 1: In Outlook, choose File, choose Open & Export, and then choose Import/Export.
Step 2: In Import and Export Wizard box, choose Import an .ics file
Step 3: Choose the file from your computer and choose OK.
Step 4: Choose Import. The items are automatically imported into your calendar.

Google Calendar Installation

Step 1: Click the + sign beside Other Calendars again and this time choose "Import"
Step 2: Click the button to browse to where the .ics file is located on your computer
Step 3: Select the file, choose Upload and then Import

Once installed, you can adjust the times to best suit you and change the colors to match the zone.

To get the most out of the calendar, prioritize doing your important tasks that require the most amount of focus in your Green Zones. Schedule moderately important tasks such as routine meetings in your Yellow Zone and your least important tasks like calendar management and email in your Red Zones.