
AWARENESS OF THE USE OF GOOGLE CALENDAR AMONG UNGKU OMAR POLYTECHNIC STAFF

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Abstract

This study investigates the awareness, utilization, and challenges of Google Calendar among staff at Politeknik Ungku Omar (PUO), aiming to enhance time management and productivity within educational institutions. A mixed-methods approach was employed, using a survey distributed to 200 staff members across academic and administrative departments. The survey included close-ended questions to quantify usage patterns and open-ended questions to gather qualitative insights. The findings reveal that 85% of respondents were aware of Google Calendar, with 65% using it daily and weekly. Key features like event reminders and Google Meet integration were widely appreciated, though only 55% utilized advanced functionalities such as synchronization and task management. Challenges included limited familiarity with advanced features and technical barriers. To address these, targeted training programs and better integration with institutional platforms are recommended. This study provides actionable insights into leveraging Google Calendar for improving productivity and fostering effective time management in educational institutions.

Keywords: Educational institutions; google calendar; productivity; PUO staff; survey; time management;
