

DrG's OFFICE-HOURS-AT-A-GLANCE

Monday	Tuesday	Wednesday	Thursday	Friday
<u>10:00-12:00</u> Zoom <i>Schedule via Bookings</i> <i>(See below)</i>	<u>10:00-12:00</u> Zoom <i>Schedule via Bookings</i> <i>(See below)</i>		<u>10:00-12:00</u> Zoom <i>Schedule via Bookings</i> <i>(See below)</i>	
<u>1:00-4:00</u> E-Office <i>(Email)</i> <i>(See below)</i>	<u>1:00-4:00</u> E-Office <i>(Email)</i> <i>(See below)</i>	<u>1:00-4:00</u> E-Office <i>(Email)</i> <i>(See below)</i>	<u>1:00-4:00</u> E-Office <i>(Email)</i> <i>(See below)</i>	<u>9:00-4:00</u> E-Office <i>(email)</i> <i>(See below)</i>
<i>Daily total of 5 hours</i>	<i>Daily total of 5 hours</i>	<i>Daily total of 3 hours</i>	<i>Daily total of 5 hours</i>	<i>Daily total of 7 hours</i>

Weekly availability: 25 hours

Z-office (Zoom)	I am available for Zoom meetings only . These must be scheduled 24 hours in advance directly into my Bookings.com calendar . This is a very simple process and my Bookings calendar link is always provided in the signature line of each of my emails. You will be prompted to follow several easy steps. And be sure you receive a confirmation email with the Zoom link. If you do not receive the Bookings confirmation email, then no meeting was scheduled. See you soon?
E-office (Email)	I am always very responsive to my email traffic during regular business hours each semester week, and will respond to email as I receive them and as soon as I am able (sometimes within minutes, mostly within 1-2 hours; and again, during regular business hours each semester week). Email is reserved for simple questions that require simple responses. More complex questions will require a Zoom visit which, again, can be scheduled directly into my Bookings.com appointment calendar .