S.O.P. for Time Zone Table

Begin by going to this link:

https://www.timeanddate.com/worldclock/converter.html

- Enter your city/time zone, and the time of your class.

- Add each participant's city (limit 12)

- Arrange the time zones from earliest to latest by dragging. You know…just so they make sense.

- Confirm that the **date** of the first class is correct

- Screenshot that table, and label it accordingly

- Change the date to the second meeting, screenshot & label that.

- Change the date to the third meeting, screenshot & label that.

- ET CETERA

- Now make a folder, label it, and drag all of those labeled screenshots into it.

- Going forward, you'll **attach the appropriate time-zone-screen-shot to the bottom of each email.**