**Google Calendar – Reclaim AI**

**Understanding Google Calendar – Reclaim AI**

**Link:** <https://reclaim.ai/>

**Addressing Key Questions**

**Learning Enhancement not replacement**

You can use Reclaim to improve your time management: its automated scheduling software can be linked into your personal Google calendar. Rather than replace any learning, it is a tool to ensure you efficiently manage your workload through blocking out time slots for tasks as well as your personal habits. Using Reclaim AI can help organise your personal calendar to support setting a healthy life-work balance.

**Feedback and Insights**

Reclaim AI can give you two sets for statistics: insights into personal productivity with a work-life balance metric and a team statistic for productivity and work-life balance across an entire team.

**Task Understanding**

Each task you add to your calendar will require a priority level. The AI uses this to organise when to schedule a certain task. “Critical” meetings will be able to displace those that are more flexible, so you’re able to automate moving less important meetings to a different time.

**Tool Selection**

The tools within Reclaim AI allow several different calendars to be synchronised; this means you can have separate timetables for work and personal stuff, with all your timetables considered when allocating time slots for your tasks. However, these calendars lean towards being used by a single person rather than more managerial situations where numerous separate calendars have to be monitored.

**Accuracy and Sourcing**

Reclaim AI is accurate with its scheduling of tasks with possible buffer time options that create small gaps between each meeting so that you do not have a bunch of back-to-back events.

**Data Sources and Privacy**

Reclaim AI stores all the input and collected data within the Google Calendar once you authorize the connection of any calendar. This will include event titles, descriptions, emails of invitees, locations, and other calendar metadata. It is however very secure when scheduling meetings with other people as the AI will look for open time slots in the two calendars and suggest possible meeting times before everyone agrees. This allows for a quick meeting scheduling without having to share your whole personal calendar.

**Ownership and Attribution**

While Reclaim AI aids in generating content, the responsibility for using the output ethically and responsibly rests with the user.

**Legal and Ethical Considerations**

Reclaim is committed to complying with GDPR, SOC2, CCPA and Privacy Shield standards to ensure high standards in their security and privacy.

**Limitations and Risks**

There is no way to assign work blocks past midnight. This means you must split your work tasks and habits into two blocks. There are also limits regarding last-minute tasks, as the other existing tasks do not get automatically rescheduled.

**Academic Integrity**

Academic assignments and academic research are about learning to create your own connections between different sources, developing analytical abilities, producing original ideas and then being able to communicate these ideas to others – the academic community within which the research sits.

When undertaking academic research we need to adhere to academic standards of practice. Part of this practice is academic integrity. Academic integrity is based on the ability to communicate in a transparent way how ideas and findings have been arrived at, and this includes the attribution of others’ ideas to them through referencing. First and foremost, academic integrity is about honesty.

If using Artificial Intelligence in your academic work, you must be sure how AI is permitted to be used on your module (if applicable) and how to reference it appropriately. Likewise, to ensure that you maintain academic integrity, a good check of whether the work is still your own if you have used Artificial Intelligence, is to see if you can explain ideas and methods as they appear in the final piece of work. If not, then you do not have sufficient authorship of the research or assignment, and you may want to go back to ensure that your ideas are correctly represented.