

How to Automatically Shorten Meeting Durations in Outlook

 **Why Do This?** Shorter meetings = more focus and fewer back-to-back burnout traps. These settings give your team buffer time to think, regroup, and stay sharp.

Follow the instructions for the version of Outlook you are using.

For Classic Outlook

1. Open **Outlook** and go to the **File** tab
2. Click **Options**
3. Select **Calendar** from the left panel
4. Under *Calendar options*, check: **Shorten appointments and meetings**
5. Choose:
 - *End early* (recommended), or
 - *Start late*
6. Set how many minutes to shorten:
 - Events under 1 hour (e.g., 5 mins early)
 - Events 1 hour or more (e.g., 10 mins early)
7. Click **OK** to save

For the New Outlook (Windows)

1. Click the **Settings gear icon**
2. Select **Calendar**
3. Under **Events and invitations**, enable: **Shorten duration for all events**
4. Choose how much time to shorten
5. Save your settings

For Outlook on the Web (Outlook.com / Office 365)

1. Click the **Settings gear icon** (top-right)
2. Select **View all Outlook settings**
3. Navigate to: **Calendar → Events and invitations**
4. Check **Shorten duration for all events**
5. Set how much time to reduce (e.g., 5 mins)
6. Click **Save**