

# *email templates*

*for Daylight Savings*

*spring 2023 edition*

*nice work*

A photograph of a desk with a clock, pens, and plants. The word "about" is written in large, white, bold, lowercase letters with a purple shadow effect, overlaid on the image.

# about

Ah, our old friend Daylight Savings Time.

Did you know that the U.S. “springs” forward around the middle of March, whereas Europe doesn’t spring forward until closer to the end of March? That's two weeks difference where there's one less hour between many time zones.

This can wreak havoc on calendars and make work not a nice place to be - because depending on who owns the call invite and who is looking at the invite, calls will change for two weeks or not change at all.

Here are some template emails we can use to let our contractors, team, employees, managers or other work humans know!

***Tip: Be sure to update these emails with the time zones that apply to your situation, as well as your specific call times.***

## ***What changes, exactly?***

The difference between most European time zones and the Eastern Seaboard becomes 5 hours, not 6.

The difference between GMT countries (UK, Portugal) and the Eastern U.S. is 4 hours instead of 5.

While it might not look like your international call time has changed, trust - it has for someone.

# *I'm in Europe, and I'm:*

## *emailing someone in Europe*

### *about our meeting*

As a kind reminder: Europe will "spring forward" for Daylight Savings Time on March 26, 2023. Since we are both in Europe, this will not affect the timing of our regular call at **TIME on DATE**. Please, however, remember that the U.S. changes its clocks two weeks earlier on March 12, 2023, so any calls you have with U.S.-based partners may adjust during this week. Stay vigilant!

## *emailing someone in the U.S.*

### *and they own the calendar invite*

As a kind reminder: Standard time ends soon! The U.S. will "spring forward" on March 12, 2023, and Europe will follow on March 26, 2023. Given that you own our recurring calendar invite, the time of our standing call will not change for your calendar on **DATE**.

Because it is an hour earlier, I have a conflict. Do you mind if we find another time for these two weeks?  
*or*

It will be an hour earlier on my calendar, but that works for my schedule.

Keep in mind any calls you have with Europe-based partners may adjust during these two weeks, especially if they own the calendar invitation!

## *emailing someone in the U.S.*

### *and i own the calendar invite*

As a kind reminder: Standard time ends soon! The U.S. will "spring forward" on March 12, 2023 - Europe will follow on March 26, 2023.

I own the calendar invite for our recurring call, which means that on **DATE**, our call will be at **NEW TIME U.S. TIME**, not **OLD TIME U.S. TIME**. Please let us know if you'd like to adjust this timing back to **OLD TIME U.S. TIME** for these dates or if for the next two weeks, you are fine to have our call at **NEW U.S. TIME**. Keep in mind that any other calls with Europe-based partners you have may adjust during these two weeks if they own your calendar invitation!

# ***I'm in Europe, and I'm:***

## ***emailing someone in the U.S.***

### ***just as an FYI***

As a kind reminder: the U.S. will "spring forward" for March 12, 2023, and Europe will follow on March 26, 2023. U.S. Eastern Time and Central European Time will be 5 hours apart instead of 6 hours. As we do not have a recurring call, this should not affect you! However, if you work with any other Europe-based partners/U.S.-based partners, keep in mind the call times with other partners may change for these two weeks.

## ***emailing someone in Europe***

### ***just as an FYI***

As a kind reminder: Standard time ends soon. The USA will "spring forward" on March 12, 2023, and Europe will follow on March 26, 2023. For any calls with U.S.-based partners, be vigilant that there will be one extra hour between the Europe/U.S. time zones for these two weeks.

# *I'm in the U.S. and I'm:*

## *emailing someone in the U.S.*

### *about our meeting*

As a kind reminder: Our clocks change on March 12. If you didn't know this, Europe will "spring forward" for Daylight Savings Time two weeks later on March 26. This will not affect the timing of our recurring call since we are U.S.-based, but keep in mind some of your call times with other partners may change - stay vigilant!

## *emailing someone in Europe*

### *and they own the calendar invite*

As a kind reminder: Standard time ends soon! The U.S. will "spring forward" on March 12, 2023, and Europe will follow on March 26, 2023. Given you own our recurring calendar invite, the time of our standing call will not change for your calendar on **DATE**.

Because it is later for me, I have a conflict. Do you mind if we find another time for these two weeks?

**or**

It will be an hour later on my calendar, but that works for my schedule.

Keep in mind that any calls with U.S.-based partners may adjust during these two weeks, especially if they own your calendar invitation!

## *emailing someone in Europe*

### *and i own the calendar invite*

As a kind reminder: Standard time ends soon! The U.S. will "spring forward" on March 12, 2023 - Europe will follow on March 26, 2023.

I own the calendar invite for our recurring call, which means that on **DATE**, our call will be at **NEW TIME EU TIME**, not **OLD TIME EU TIME**. Please let us know if you'd like to adjust this timing back to **OLD TIME EU TIME** for these dates or if, for the next two weeks, you are fine with having our call at **NEW EU TIME**. Keep in mind that any other calls with U.S.-based partners you have may adjust during these two weeks if they own your calendar invitation!

# ***I'm in the U.S. and I'm:***

## ***emailing someone in the U.S.***

### ***just as an FYI***

As a kind reminder: the U.S. will "spring forward" for March 12, 2023, and Europe will follow on March 26, 2023. U.S. Eastern Time and Central European Time will be 5 hours apart instead of 6 hours. As we do not have a recurring call, this should not affect you! However, if you work with any other Europe-based partners/U.S.-based partners, keep in mind the call times with other partners may change for these two weeks.

## ***emailing someone in Europe***

### ***just as an FYI***

As a kind reminder: Standard time ends soon. The USA will "spring forward" on March 12, 2023, and Europe will follow on March 26, 2023. For any calls with U.S.-based partners, be vigilant that there will be one extra hour between the Europe/U.S. time zones for these two weeks.

*remember remember remember remember remember remember*

*ber remember remember remember remember remember remember*

*remember remember remember remember remember remember*

*if you miss a calendar invite  
if they miss a calendar invite  
if you "springed forward"  
or "stayed back"  
if you take a few days to sync up  
if you own the calendar invite  
or if they own it  
if they see your email  
or don't see your email*

*that's just being human.  
you're doing great.  
keep going.*

*subscribe to our newsletter for more  
Nice Work guides, templates & tips!*

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