Appointment buffers and booking replies

Protect cleanup time, resolve an ambiguous date and offer two openings without confirming both.

01 Find the first slot after cleanup

One client finishes at 2:20 p.m. Cleanup needs 15 minutes. What is the earliest next appointment time that preserves the whole buffer?

Time (p.m.)

02 Spot the day a booking request leaves out

A message says “Tuesday at 2 works.” Two Tuesdays are still open and the thread names no date. Which reply would settle the booking?

- ▢ Book the first Tuesday and send a confirmation
- ▢ Offer the two exact dates and ask which one they mean

03 Offer two openings without double-booking

A 45-minute service fits Wednesday at 11 or Thursday at 3. Write a reply that offers both openings without confirming both.

Draft a reply

Worked answers
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