

GLOBAL TIME SYNC

Reference Chart / Coordination Template

Date: _____ / Project: _____

LOCATION / ZONE	UTC OFFSET	08:00	10:00	12:00	14:00	16:00	18:00	20:00
San Francisco PT	-8	08:00	10:00	12:00	14:00	16:00	18:00	20:00
New York ET	-5	11:00	13:00	15:00	17:00	19:00	21:00	23:00
London GMT/BST	+0	16:00	18:00	20:00	22:00	00:00	02:00	04:00
Berlin CET	+1	17:00	19:00	21:00	23:00	01:00	03:00	05:00
Dubai GST	+4	20:00	22:00	00:00	02:00	04:00	06:00	08:00
Singapore SGT	+8	00:00	02:00	04:00	06:00	08:00	10:00	12:00
Tokyo JST	+9	01:00	03:00	05:00	07:00	09:00	11:00	13:00

MEETING NOTES
PRIORITY SYNC