Use the Look Busy Feature in GLM Calendars

Mavilyn Carlos - 2026-10-09 - Calendars

The **Look Busy** feature is designed to create a sense of urgency by making you appear more in demand on your booking widget. By hiding a certain percentage of your available time slots, this feature encourages potential clients to book quickly, believing that fewer slots are available.

Note: This feature only impacts what is visible on the booking widget. All time slots remain fully available and bookable internally through the in-app appointment modal.

How Does Look Busy Work?

When you activate Look Busy, you choose a specific percentage of your available time slots to hide from the booking widget. The slots are hidden randomly based on the percentage you select.

- As clients book appointments, the number of visible slots remains constant until the actual number of available slots aligns with what is being shown on the widget.
- At that point, the widget updates to display the actual available slots.

For example:

- If you have four time slots available in a day and set Look Busy to hide 50% of them, your clients will see only two available slots.
- If you have ten slots available and hide 50%, only five slots will appear on the booking widget.

Appointments Booked	Total Available Slots	Slots shown to Bookers
0	10	5
1	9	5
2	8	5
3	7	5
4	6	5
5	5	5
6	4	4
7	3	3
8	2	2
9	1	1

How Do I Enable Look Busy?

1. **Go to calendar settings.** Log into your Gym Lead Machine account, navigate to **Settings** from the left menu, and select **Calendars**.

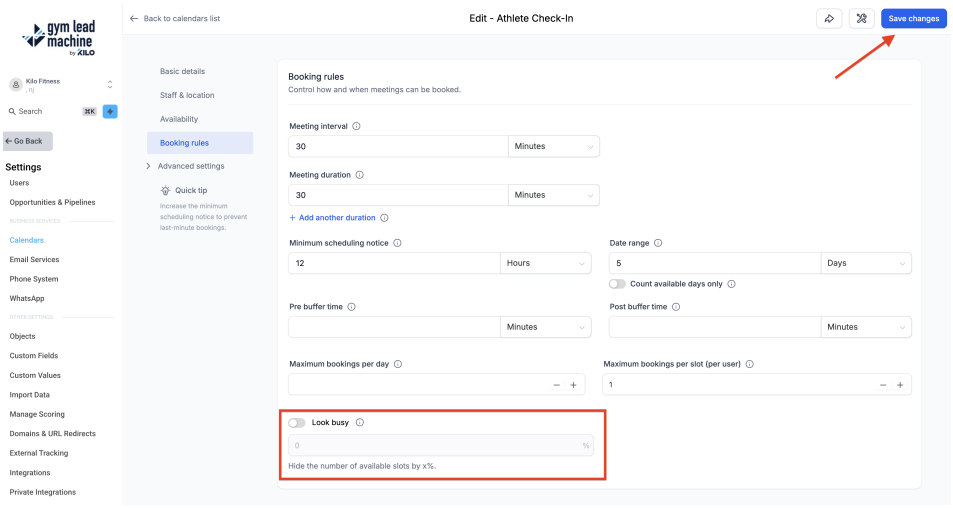
2. **Select the desired calendar.** Choose the calendar you wish to modify.

3. **Navigate to the Booking Rules tab.** Within the calendar settings, go to the **Booking Rules** tab.

4. **Locate the Look Busy option.** Find the **Look Busy** toggle and toggle it on.

5. **Set the percentage.** Enter the percentage of slots you want to hide (e.g., 25%, 50%).

6. **Save your changes.** Click **Save Changes** to apply the changes.



Which Calendar Types Support Look Busy?

Look Busy is available for the following calendar types:

- **Event Calendar**: Used for specific events or appointments.
- **Round Robin Calendar**: Distributes appointments evenly among team members.
- **Collective Calendar**: Allows multiple users to collaborate on the same calendar.
- **Service Calendar**: Used to book specific services offered by your gym.

What Should I Keep in Mind When Using Look Busy?

- **Class bookings and service menus**: The Look Busy feature does not apply to class bookings or service menus. These will show all available slots regardless of the setting.
- **Appointment modal**: All slots remain visible and bookable within the in-app appointment modal, ensuring that the full schedule is accessible to your internal team.
- **Recurring appointments**: For recurring appointments, hidden slots may still appear in future dates based on the Look Busy settings. However, they will be booked according to the original slot's date and time and the recurrence settings.

By using the Look Busy feature strategically, you can manage how your availability appears to clients, encouraging them to book more promptly and potentially increasing your booking rates.

If you have questions about the Look Busy feature in Gym Lead Machine, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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