

## “Notes” on How/Who to Use a Day-Planner

- For the “Disheveled/Unorganized”
- Simple & Consistent. A simple method will help consistency and as consistency increases so will the fluidity of details.
- All that is really needed is something that is three part- The whole month (each month of the year), the whole week, and each day. Primary events/meetings/requirements go on the month. Further details go on the week, and then each day is broken down in to to-do's.
- More will be accomplished with the use of a planner. Less time will be wasted. Stress will be avoided.
  
- Find what works for you! If you are using something, and you're still forgetting stuff, it's not working. Change the system.
- Be organized, keep everything neat and tidy. Clutter on paper results in mental clutter and confusion.
- Have an "intake system." I take notes on a notepad and transfer them to my task list/planner.
- Always use pencil!
  
- Even if you have to keep buying planners to figure out what works, do it, you have to figure out what works for you (side note: I have gone through three, I finally know what I need).
- Write down every single detail...every single detail!!!
- Do not think you will remember everything because you won't.
- Always have a pencil handy to write down notes, appointments etc.
- Once you find a planner that works for you, keep it in a place you will see it and actually use it.
- Once you have successfully accomplished something on your planner you get to cross it off as finished, and nothing feels as good as productivity.
- Once you get in the flow of things your life will be much easier and you will not stress.
  
- What have I learned from having a planner?
  1. Things do not fall through the cracks when you write everything down.
  2. It keeps you focused on what you need to do that day instead of trying to remember everything all the time.
  3. It frees up your mind to think about more important things.
  
- Try a couple different methods to see what works best for you. If you find things slipping through the cracks, add or change something to help you better remember.
- Day Designer is my favorite Planner Company
- Use daily sheets to plan your day – don't be over ambitious. Be realistic in what you can accomplish and you won't be disappointed.
- I use electronic for events or appointments so that it is hooked up to my family's calendar. My day planner is used for day to day tasks and goals.
  
- Binder Clip & Paper Clip to mark Week and Month
- Have Notepad Attached w/binder clip
- Company Name: "Day Designer"
  1. Each planner start with a vision page
  2. Includes: Personal, Family, Spiritual, Financial and Work Goals to place
  3. Each Day has "Top Three" tasks + chronological "Schedule" list space + a "Tonight" space
  
- Add from your calendar into the planner.
- Keep near you at all times
- Put things down that need to be accomplished for that day.
  
- I use my planner to write down all of my daily events and times.
- If I have specific tasks I need to get done in a week I simply write on a smaller note pad and keep it in my purse.
- Transfer it over to my planner as needed.
  
- A day planner doesn't accidentally erase
- A day planner adds more character
- By physically writing things down it enables you to remember things better without over booking
- It's more personal than a cell phone