

Take Control of Your Time with a Good Calendar/Planner



Here are some factors to consider when you're surveying the wide variety of calendars available:

Your B.F.F.

Think of your calendar/planner as your Best Friend Forever. It should be your constant companion – your daily roadmap – so choose a good one that meets your needs!

Your One-and-Only

Using multiple calendars is a recipe for disaster. Eventually you *will* double-book your time or miss an appointment if you record things in more than one calendar. So pick ONE and be loyal to it!

The View

Do you like to see your schedule one day at a time? Or do you prefer to view a week at a time, or a month at a time? Choose a calendar/planner with the view that best suits your preference.

Enough Room to Write

Unless you have absolutely no tasks to do, forget about using one of those calendars with tiny little blocks of writing space. Choose a calendar/planner that has enough space to not only record your daily appointments, but also your daily task list. (Note: Your daily task list should NOT contain the hundreds of "someday maybe" tasks floating around in your head. It should only contain the tasks that you either *must do* or realistically *plan to accomplish* in a given day.)

Size Matters

Remember, your calendar/planner should be your constant companion, inside and outside the house or office. Choose an overall size (and weight) that you will be comfortable carrying with you.

Check It Out!

Many professional organizers use a system called Planner Pads. In this system, your life categories, your priorities, and your schedule are all on one page. See how Planner Pads work at <https://plannerpads.com/concept.asp>.