

Productive to the Max

Productivity

Performance

Profitability

Use a Planning Device

MaxTips January 2007

What do you use to plan your day. Nothing? How can you expect to get anything done, know where to go and efficiently manage your own life without some sort of planning device? There are four types of planners that are useful:

1. Paper. Whether you use a daytimer, binder with inserted pages or a small calendar, paper is portable, easily maintained, not expensive and faster than a PDA. Make sure that your paper planner is the correct size for your needs; it has enough space and expandability and can accommodate different paper sizes. This type of planner will appeal to you if you are visual, like to write things down and have good handwriting.
2. Using your computer as a planner is also a good solution. It provides the ability to rearrange appointments, sort and categorize quickly and has great speed and search capability. You need to remember to print your schedule daily and to back up on a regular basis. You will enjoy this type of planner if your handwriting leaves a lot to be desired; if you deal with multiple calendars and lists and if you are technically savvy enough to search for information.
3. Electronic and PDA planners are the rage. They do everything except make dinner (and they will probably devise one to do that in the near future!) They are portable, small and lightweight. They can be intrusive because of all the bells and whistles and need to be backed up on a regular basis. You also have to make sure there is enough memory. If you are the type of person that prefers searching electronically rather than trying to remember; have no need of a visual overview of week, day or month and have small enough fingers then this device is for you.
4. Wall planners are an additional source for managing your time. I highly recommend these to everyone in order to remind them of dates, deadlines and projects. They are great for brainstorming and provide a venue for writing down thoughts instantly. They are also excellent for tracking information. If you are not visual, have a less than stellar memory and are a project manager, the wall planner will not be suitable for you.

Whatever you choose, you will be further ahead in your life if you plan your time using one of these devices.