

## The Hitch Hikers Guide to the Plannerverse - Episode 10 - **Planner Hacks**

Celebrating our 10 year err 10th episode we bring you Steve and Karine's favourite planner hacks as known to us and relayed to you. What's the best way to make the most of what you've got? How to maximise your planner with tricks and suggestions from the depths of the plannerverse. Planners at the ready! Get out your paper and start writing these tips down

If you have ideas for future episodes please send them to steve at philofaxy dot com

### **Show Notes** (timings approximate)

01:35 - [Today Marker for repeated tasks](#)

02:25 - [Franklin Covey Pouch Pagefinder](#)

03:30 - Birthdays and Anniversary on Monthly pages

04:15 - Letter writing kit

04:35 - Stamped post cards and envelopes

05:20 - Phone lists, use the most recently called list on your phone

06:30 - Exporting contacts from Apple contacts using [Export Address Book](#)

07:00 - Clothing sizes

07:40 - Testing cleaning product on leather samples or on the hidden part of the planner

09:00 - Use a leather sample to see how it fairs in your bag

09:35 - Filofax registration - or put in half a £50 bill

11:20 - Has your organiser ever been returned by Filofax?

12:00 - [Paper folding in to A5](#)

13:15 - Sharpening your paper punch with aluminium foil

14:00 - Using a today marker as a guide for a single hole punch

14:40 - Using spare diary inserts as undated task lists

15:45 - Fitting other size pages in to other size planners - [Mini in A5, A6](#)

17:40 - [Four ring Pockets](#)

18:15 - Printing on to Post it notes [Ray Blake, Kent from Oz](#)

19:15 - Index for your planner

19:45 - Rationalise your pages when you swap from one organiser to another

20:30 - [Archiving old pages](#)

21:35 - Colour coding key

22:35 - [Changing your rings](#)

23:25 - [Gift boxes](#) for your organiser

24:30 - [Dust bags](#),

25:20 - [Travel pouch](#) by Thomas S

26:20 - Travelling with your planner

26:45 - [Packing a planner](#) for posting

27:30 - [Cleaning the interior of your planner](#)

28:25 - [Opening and Closing rings](#)

28:45 - Using Washi tape to cover over the times on the days of your diary insert