Work-Life Balance and Your Planner

Have you wondered how to manage your work-life balance with your planner?

You know you have! You, the one clutching your planner. Calm down.

Have a seat, get yourself a drink and enjoy the gruesome twosome discussing how to employ your planner as your first employee when you are working for yourself. Social life, work life-manage it all here in Episode 14.

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

Show Notes (timings approximate)

00:45 - Introduction
02:00 - An Index and Table of Contents in your planner
03:00 - A place for your planner
04:00 - Managing travel details
06:30 - Purging your planner of un-necessary contents
07:10 - Treasury Tags
07:45 - Managing Contacts
09:00 - Annual planner updating
10:00 - Transferring forward unfinished work
11:15 - Meshing of Work and Personal lives in your planner
11:50 - Contexts
12:20 - Key contacts in your planner
14:00 - Your Planner is central to organising your life
15:30 - Planner planning
16:15 - Vertical Week per View
17:30 - Increments of time required for your inserts
18:30 - The span of your day
20:30 - 'Hot Desking’
23:30 - Listeners... how are you viewed in the modern office world using a paper planner
27:00 - Tip - Balance will come if you work in harmony
28:35 - Tim Ferriss Podcast
29:00 - A special hello.....