

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.....