

Short and Long Term Planning

How do you begin to plan for Christmas? Major holidays?

What is the difference between long term and short term planning?

This week, the gruesome twosome discuss how to manage the holidays and the end of the year while remaining organised and calm.

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

Show Notes (timings approximate)

00:00 - Introductions

02:00 - Planning for epic events

03:00 - Don't Panic

03:30 - Using your planner to plan for Christmas

05:00 - Put in key dates to highlight dead lines for long term planning

07:45 - Start checking the weather ahead of the holiday that might impact on travel arrangements

09:30 - Note down grocery store opening hours

10:45 - Check and up date your lists and information pages.

13:00 - Emergency numbers for the utility companies

14:00 - Short term plans are the detailed tasks

16:30 - Build in contingency time

18:00 - Contact your visitors ahead of time

20:00 - Being in-control will reduce the stress

23:00 - Use undated daily inserts to enhance the detail you need for these busy days.

- A5 - Day Per Page (Undated) - [.doc .pdf](#)

- Personal on Personal - Day Planner (Undated) - [.doc .pdf](#)

- Personal on A5 - Day Planner (Undated) [.docx .pdf](#)

24:00 - Plan things out in advance

26:00 - Record the details in advance to allow for postage or delivery

29:00 - Write everything down it will reduce your stress levels