

To Do Lists and Diary Pages

We are back after an extended break for various reasons

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

Show Notes (timings approximate)

00:00 - Introduction

01:45 - Managing of To Do lists

02:00 - Dailies or Weeklies

04:00 - Where to write things down?

05:00 - Contexts to separate things out

08:00 - Don't make your notes too short

09:00 - Using an undated task list with a dated daily page

11:00 - Archiving older daily pages

14:00 - [Regular To Do template](#)

16:30 - [Muji Stick Notes](#)

19:00 - Using Daily pages

23:00 - Using more than one diary insert

24:00 - Adopting GTD

27:00 - Bags

27:30 - Filofax Winchester