

Planning and Execution.

Planning your week can take many forms, but ensuring you get through all your tasks and appointments in the week can be another matter.

Doing them efficiently and with the least amount of stress and with the better chance of success is also important.

In this episode we discuss various ideas on how to Plan and Execute your tasks for the week and in different scenarios too.

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

Show Notes (timings approximate)

00:00 - Introduction

02:00 - How to get through your list of tasks

03:00 - Pre-planning

04:00 - Getting the order of doing things in correct

08:00 - Omnifocus - Location based tasks

12:00 - [Routines](#)

16:00 - Our normal routines, ones we don't think about in detail

18:00 - Planning travel

20:00 - Itinerary planning - Travel Planning Personal size insert [.docx](#) [.pdf](#)

25:00 - Expand what you are going to do to help you get through the tasks

29:00 - Tip of the week