

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.....