

## How to derail your planning system by over thinking

Over planning things is just as dangerous as under planning or not planning.

If you are spending more time planning than doing, then something has gone wrong somewhere. Or if planning is taking you too long each week to up date your planner then you are not going to be very efficient and also it ceases to be a useful tool and becomes a burden and things start to slip through the cracks.

Have a sit down with the Gruesome Twosome in Episode 21 where we zen out on planning

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

### **Show Notes** (timings approximate)

00:00 - Introductions

01:00 - When is the task too big?

02:00 - Stick to small

03:00 - Notebook scribblers!

05:00 - Finding the happy medium

07:30 - The evidence of incorrect use of a planner in Steve's first Filofax!

10:00 - Using your planner in a productive way

11:30 - [Quo Vadis - Daily 21 planner/journal](#)

13:00 - Journalling

14:30 - Segments of life (Past, Present and Future)

16:00 - Spending time to plan

17:45 - Trust your planner

18:15 - Listener challenge - Keep your planner open

19:30 - Can you have too many sections in your planner

22:00 - Where to write things down.

23:00 - Indexing

24:00 - Training your brain

25:00 - Don't over think things

27:00 - What is in our planners this week

27:45 - Tip of the week