**Guest interview with Rita Sedani**

For this episode I was joined by the lovely Rita Sedani to discuss how she uses her planners to keep her busy life on track. Rita as you will hear runs her own business as well as leading a busy social life.

You will hear how her planners keep her focused on the projects and keep herself motivated and spiritually balanced.

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 - Project based planning

02:50 - Abstract planning

03:40 - Being productive

04:00 - David Allen - GTD

04:30 - Work life balance

08:00 - How not to be a workaholic

08:40 - Moods effecting your productivity

10:30 - Building in gratitude in to your day

11:00 - Work planner - [Dapper Desk](http://dapperdesk.com/)

12:30 - Avoiding duplication

13:00 - Completing tasks

14:15 - Personal planner - [Foxyfix](http://www.foxyfix.com/)

15:00 - Progression

17:00 - Goals

19:00 - Mental strength

20:30 - Book a week

24:00 - Why were goals successful?

28:00 - Rita's tip