

## Digital Planning vs Analogue Planning

Can the digital planning world mix with the analogue planning world? Can they overlap, can they work alongside each other.

In this episode we discuss how the two methods can cooperate and complement each other when organising your task lists.

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

### Show Notes (timings approximate)

00:00 - Introductions

02:30 - When is something a to-do list item and when is it a calendar item

04:30 - Splitting your to-do list between electronic reminders and paper reminders

06:30 - To do list apps that allow for time zones?

07:30 - When travelling use paper!

10:00 - [Routines app](#)

10:30 - Use your paper planner as the back up

14:00 - Setting times for tasks

15:00 - The moving of tasks in to the calendar (photo below)

17:20 - Using different inserts to filter down from yearly to daily timings

19:00 - [Enhanced Time Manager Insert](#) with more appointment time slots

20:00 - Using your email in-box as your to-do list or not using it like this

21:00 - Reducing your in-box to zero

22:00 - Auto archive emails that you have read and actioned but take control of your in-box

25:40 - Note down on your planner to respond to communications and note the source

27:45 - [Unsubscribe](#) from unwanted clutter

28:30 - Use that delete button