Digital Planning vs Analogue Planning

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

In this episode we discuss how the two methods can co-operate 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