

## Creating the ultimate planner

Creating the ultimate planner for work, personal and academic life, a reader suggestion from Kim Kiyabu

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 - Defining the different aspects of your life

03:45 - Using only one planner

04:30 - Using satellites to your planner (Journals, Notebooks)

05:30 - One planner should have all of your appointments for work and home life

06:00 - Academic calendars

08:00 - Planning around others

09:00 - Sudden realisation

10:15 - Fitting everything in to your day

12:15 - Time blocking

13:15 - '[Up in the Air](#)' - lighten the load [Video](#)

14:00 - Splitting things up

15:45 - Post-its

16:00 - Using two diary inserts

18:30 - Colour coding

20:00 - Fitting in smaller tasks in to the gaps

21:00 - Being flexible

22:00 - Goals

24:00 - Someday

25:30 - Project management

26:00 - Filtering down from Yearly - Daily