

## **Staying in two sizes of planner.**

This is part 2 to our previous episode. This time we go in to how you might use more than one planner, or combinations of planners, journals, notebooks to keep your life organised and in check.

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

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

00:00 - Introduction

00:10 - Maths lesson!

02:00 - Using multiple planners

03:00 - How many calendars?

04:30 - Using colour coding

07:00 - Avoiding duplication

10:30 - Mixing digital with analogue planning

12:00 - Project management on a digital application

13:00 - Reasons to use Pen and Paper instead of a digital device

15:00 - Master task list

16:00 - Disable notifications so you can concentrate on the task in hand

18:00 - Mastering your own system

19:30 - Be flexible

21:00 - Mixing different format of paper planner/notebook

22:00 - How to use more than one calendar if you must

25:00 - Using Monthly and Year Planners

27:00 - Using undated daily/weekly pages to record future events

28:00 - Travel Planning for personal organisers [.docx](#) [.pdf](#)