

Changes.

Change is a fact of life, if it is by choice or it is forced upon us.

Dealing with change with the help of your planner will make the change in your life/job etc so much easier.

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

Show Notes (timings approximate)

00:00 - Introductions.

01:00 - End of Year/Beginning of Year urge to change planners.

02:00 - But why change everything?

03:00 - We all need to be flexible to embrace change when required.

04:00 - What else has changed in your life.

05:00 - When a big change in your life happens your planner will help you.

06:00 - Setting priorities and contexts.

07:30 - Change Management Patricia Dugan.

08:45 - Being prepared for the unexpected.

10:30 - Don't feel you have to use the inserts that came with your planner/organiser.

11:00 - Pick the inserts that suit you best no matter what make they are.

12:30 - Use of a duplex organiser.

13:30 - Fold out inserts - DiY Fish.

14:00 - The advantages and disadvantages of A4 organisers.

15:30 - Desk-space.

16:00 - Bookstand or recipe book stand for your planner.

17:00 - Keeping your planner open.

18:00 - The change of the year.

18:30 - When to start thinking about the forthcoming year.

19:45 - Theming your months.

20:15 - Continual 12 months, a rolling 12 months.

21:30 - Preparing for the forthcoming 12 months.

22:30 - Planning holidays.

24:00 - Nothing gets done unless you plan it.

24:30 - Being in control so you can adjust your plans.

26:00 - Contingency plans in the year.

28:00 - Being assertive makes change easier.

29:30 - Tips.