

## Good and Bad Planner Habits

This week Kim Kiyabu asked Karine and Steve to discuss a list of good and bad planning habits.

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

### Show Notes (timings approximate)

00:00 - Introductions

01:50 - Bad planner habit no. 1 - Not using it at all

03:00 - Trying to remember everything

03:30 - Carry your planner and have it handy

04:00 - Make sure your notes make sense

05:00 - Focus on what you need when travelling

06:30 - Don't be too restrictive on scheduling

07:30 - Plan out your day before you go to sleep the night before

09:45 - Don't overfill your planner

11:40 - How many spare pages do you have stored in your desk

13:00 - Collect all of your things together in one place

13:30 - Use A-Z index dividers to sort inserts

14:30 - Make lists of the inserts you have 'in stock'

18:00 - Don't take a planner from one place to another when travelling and not using it

20:30 - Don't tear out pages out of your planner

21:00 - Don't open your rings with your fingers **ONLY** use the tabs

22:00 - Be consistent in using your planner

24:00 - Cross reference/index the information in your planner

26:00 - Use context for notes

28:00 - Use your planner to balance out your week