

## To Do Lists and Diary Pages

We are back after an extended break for various reasons

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

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

00:00 - Introduction

01:45 - Managing of To Do lists

02:00 - Dailies or Weeklies

04:00 - Where to write things down?

05:00 - Contexts to separate things out

08:00 - Don't make your notes too short

09:00 - Using an undated task list with a dated daily page

11:00 - Archiving older daily pages

14:00 - [Regular To Do template](#)

16:30 - [Muji Stick Notes](#)

19:00 - Using Daily pages

23:00 - Using more than one diary insert

24:00 - Adopting GTD

27:00 - Bags

27:30 - Filofax Winchester