

Organizing your schedule!

Choosing best fit organizer or planner for you – tips, tricks and links



Below is a list of options of aids to planning/organization.

Each of the options falls in either of the following groups:

- ✓ Digital
- ✓ Paper
- ✓ Customized/tailored

The following is a list of tips towards choosing the right planner/organizational format for you.

Reflect on:

- Think of what has worked for you before in both adding in your commitments and then sticking to them?
- What is it you will benefit from most – a planner that:
 - simply records what has to be done?
 - Gives you a lot of room to add notes and commentary or just enough to fill in appointment, time, date.
 - helps you focus
 - provides inspiration
 - aids your development
- Do you prefer a physical, printed planner or paper journal, or a digital one?
- Some people respond and are more motivated by colour, quality, pictures or quotes that come with some printed journals or apps. Others prefer something plainer and more straightforward.
- Are you often on the move, whereby a digital planner you can access from computer/phone/tablet might be more useful or accessible?
- Is what you use today working for you? Meaning do you remember to check the calendar you have today? i.e. open the diary in your back or the app on your phone?
- If you like to create your own documents or have a complex schedule – something you tailor yourself such as a customized planner or a spreadsheet/tracker you make yourself might be a good fit. You can also the keep updating it to be just perfect for yourself.

Planner	Link
Customized planner	Golden Coil
Goal planner (100 days)	The Freedom Journal
Goal planner (90 days)	PUSH Journal
Daily goal planner	The Phoenix Journal
Planner that helps with focus (and avoiding distraction)	Full Focus Planner
Journal app – for documenting as you go along	Day One Journal App
High performance planner (encourages focus and performance)	High Performance Planner (Brendon Burchard)

