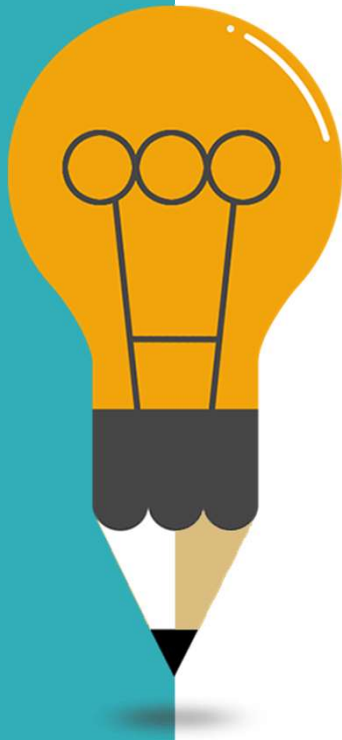


Organizing Your Schedule !

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



**This document contains a list of planning/
organizational aids. Each of them
falls in one of the following groups:**



01

Digital

02

Paper

03

Customized/tailored

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

01

Think of what has worked for you before in both adding in your commitments and then sticking to them?

02

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

03

Do you prefer a physical, printed planner or paper journal, or a digital one?

04

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.

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

05

Are you often on the move, whereby a digital planner you can access from computer/phone/tablet might be more useful or accessible?

06

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 backpack or the app on your phone?


07

If you like to create your own documents or have a complex schedule – would something you tailor yourself such as a customized planner or a spreadsheet/tracker you make yourself be a good fit? You can also then keep updating it to be just perfect for yourself.



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

The author has no affiliations, and the ideas given have been gathered over time from different resources



Planner	Link
Work-Smart Academic Planner (achievement through improved skills)	Guilford Press
Personalised Academic Planner	Blue Sky
Lemome Academic Planner	Lemome (video review)
Word	Tailor your own or one of these: Calendarpedia
Excel	Tailor your own or one of these: Calendarpedia
Outlook Calendar	Computer/phone app
Google Calendar	Computer/phone app
Printed or paper calendar	None

The author has no affiliations, and the ideas given have been gathered over time from different resources



www.pcc.life
v.2 10/2020

This was written by Alexandra, founder of Positive Change Coach, www.pcc.life and Positive Student Club www.positivestudentclub.com.



Thank you