

## Lesson 5

# Organizing - Calendars

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### CHOOSING A CALENDAR

Keeping track of appointments, events, important dates, etc. on a calendar or planner is helpful for maintaining some control over our busy lives! But not all calendars will work for everyone and not all planners are one size fits all. You have to ask yourself what functions of a calendar are important to you and what will help keep you organized. Below are a few functions to consider when choosing yours. As you categorize each function (as either Yes - *Must Have*, No - *Not Necessary*, or Maybe - *Nice to Have*) you can then start looking for a calendar/planner that suits you best.

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**Appointments** – This is where you schedule in your Daily/Weekly/Monthly appointments, meetings, calls, etc.

**To-Do List** – this will be a list alongside of your appointments to keep track of what you have coming up and when it has to be done

**Notes** – Space to jot down anything that comes up that you want to remember or need to schedule or file later

**Important Dates** – This is where you can list out all upcoming holidays, birthdays, anniversaries, events

**Journaling** – a place to write feeling about personal thoughts and feelings, things that happened to you, things you want to remember

**Health and Fitness Tracking** – this can include meal planning, workouts, water intake, how you feel, energy levels, food journal

**Goal planning** – set Daily/Weekly/Monthly goals and have them in a place where you will always have them in front of you to review and revise, as needed

**Budgeting** – keep track of spending habits, spending/saving allowances, bills

**Personal/Family Planning** – coordinate schedules with your loved ones, keep track of who has late meetings, work events, after work plans, will be traveling

**Medical Records** – medications, blood work results, symptoms, doctor's appointments

**Academic Schedule** – Assignments, homework, projects, papers, due dates, grades, class schedule, grades

**Project planning** – Keep track of all smaller tasks of a larger project, track progress, deadlines, milestones

# increasing overall productivity

Next, determine what type of system works best for you by answering these questions:

- Do you already use a specific calendar system at work? Would this also work for your personal calendar?
- Would you like to use one calendar system for both work and personal items?
- Would you like to be able to access your calendar from multiple devices like your phone, tablet and/or computer, anywhere you have wi-fi access?
- Would it be an advantage for you to be able to sync with your phone with your desktop and vice versa, so you will always have the most up to date calendar at your fingertips or for quick reference?
- Are you more of a pen and paper person?
- Is a physical planner or calendar something that you would have on you at all times?
- Do you need to have a paper copy in front of you in order to visualize your schedule? (remember you can also print a copy of your online schedule if you need it in front of you)

If it would help, list out the pros and cons of online resources vs physical planners/calendars.

<b>Online Calendar System</b>		
<b>Functions</b>	<b>Pros</b>	<b>Cons</b>
1		
2		
3		
4		
5		

<b>Paper/Physical Calendar System</b>		
<b>Functions</b>	<b>Pros</b>	<b>Cons</b>
1		
2		
3		
4		
5		

No matter which type of calendar you choose, make sure you do your research and find one that has all the functions you need. Here is a list to get you started:

**ADD LIST**