



CHOOSING A PLANNER

Choosing the right planner is step one in managing your time. There are basically two choices, paper and electronic. Review these checklists and decide which is right for you.

PAPER

- I like to see the whole week or month at a glance.
- I remember things when I write them down.
- I like the texture and color of paper.
- My family likes one big wall calendar.
- I prefer tradition to technology.
- I'm the only one who needs access to my calendar.
- I usually leave my address book and task list at home.
- I like to re-write my task lists when they get too messy.

ELECTRONIC

- I like technology.
- I like having my calendar, contacts, and task list with me.
- I remember things when I use a keyboard.
- It's important for me to have a computer backup of my calendar, contacts and task list.
- Other people need to access my calendar.
- I don't like to re-write my task lists.
- I need access to my computer when I'm away from it.