



# ORGANIZE YOUR CALENDAR

Without timeboxing your days

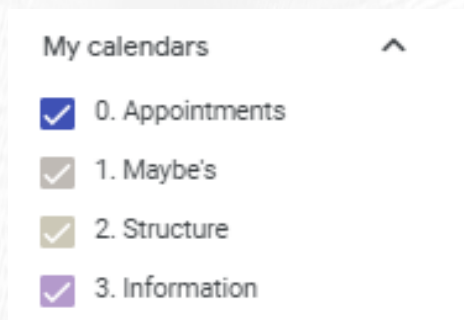
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## **STEP 1:** **CREATE DIFFERENT CALENDAR CATEGORIES**

Create 4 different categories of time bound actions, which are described below. This will combine your 'school', 'work' and 'private' life all into one. Create one source of truth.

- 🌟 'Must' Appointments: Appointments you agreed upon with someone else (Green & Blue)
- 🤔 'Maybe' Appointments: Appointments that you haven't confirmed (yet); Workshops and seminars (Gray)
- 🏠 Structure: Daily routines such as morning ritual, lunch time, dinner time and evening ritual to keep your structure intact. (Yellow)
- 📅 Information: Things you want to know which are date sensitive. (Purple)



By categorizing your agenda this way, you move beyond the confines of traditional timeboxing. You're no longer a prisoner of your calendar, but a master of it. You create a dynamic schedule that adapts to your needs and priorities, leading to more productive and balanced days.



## **TIM GOERTZ**

Engineer | Limitless Coach | Productivity expert

"Slow down to speed up."

## **CONTACT ME**

**Website:**

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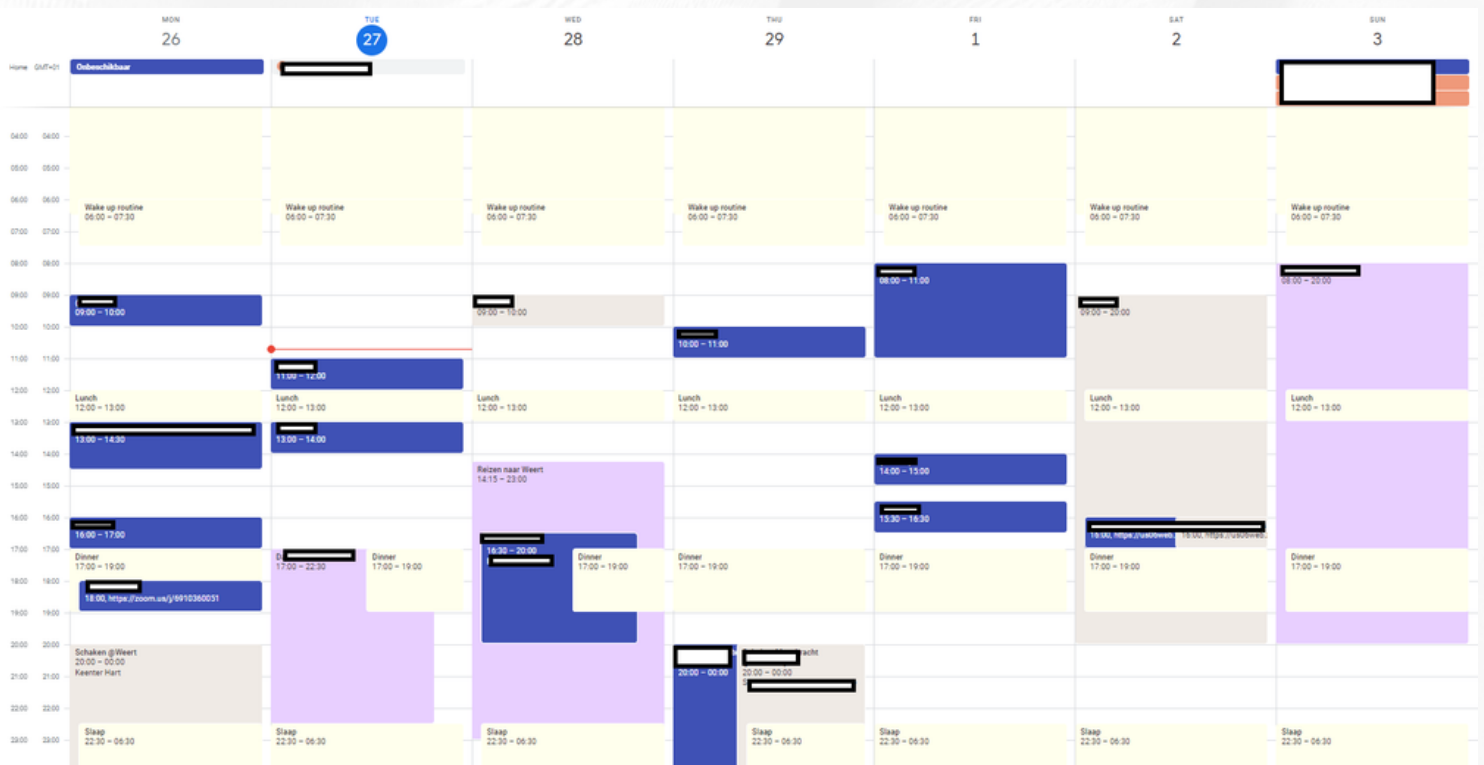
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## 📌 STEP 2: COLLECT ALL OF YOUR DIFFERENT TYPES OF APPOINTMENTS

Grab all your important plans and appointments. Put the ones with specific times into your calendar. That includes stuff like meetings, doctor visits, online events, holidays, and information for when things are released or are the end of their rental period.



## 📌 BONUS: WHAT NOT TO INCLUDE

Information such as deadlines for a certain task, will NOT be placed in the calendar. I invite you to watch the Action Management section for that, organizing these deadlines as aN "(un)hindered must do" with a deadline.

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