

10 STRATEGIES FOR STAYING ORGANIZED

USING CALENDARS, PLANNERS, SCHEDULES



1) If you would rather keep your personal calendar separated from your professional calendar, be sure to check both at the beginning of each day to make sure you are well-aware of everything going on that day.



2) If you use a paper calendar, be sure to transfer important dates and events that repeat each year.



3) Be sure to check off items on the schedule or planner as you accomplish each task or activity.



4) Consider using a weekly task tracker instead of just a daily planner. In other words, write down all the things you want to do during the week, put them in priority order, and then, as you get each item accomplished, cross it off the list.



5) When scheduling appointments, give yourself a small amount of time in between each.



6) Share your calendar with others to avoid double-booking, overbooking, or forgetting about appointments.



7) Break down projects into smaller, more manageable parts – schedule those onto your calendar and schedule instead. Doing this will increase your chances of accomplishing the overarching project or task.



8) If you are a very busy person with many responsibilities, schedule everything, even grocery shopping, car washing, gardening, etc. By doing this, you will not forget to take care of important tasks and responsibilities.



9) If it helps, color-code your calendar. Doing this will help you make visual distinctions. For example, recurring items can be in one color, urgent items can be another color, personal items can be a different color, etc.



10) Get in the habit of using the calendar, schedule, and planner every single day.