

How I Use My Planner to Be Super Efficient and Organized



1 Keeping track of birthdays of friends, family, coworkers...

Keeping track of appointments

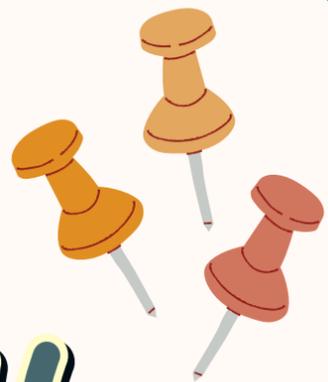
2

3

Writing specific "to-do" items related to business on a consistent basis

Due dates of assignments, and reminders a few days ahead of when those assignments are due

4



5

Write when bills are due to be paid

What I'm preparing for dinner each day of the week

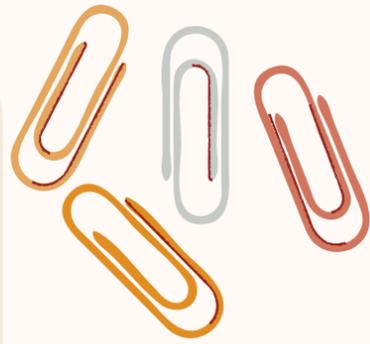
6

7

Weekly social media "to-do" actions

Renewal dates of licenses, insurance, etc.

8



9

Phone numbers, addresses, encrypted passwords

Dates of important meetings

10

11

Household "to-do" items, such as dry cleaning dates, cleaning days...

Following up reminders

12

