



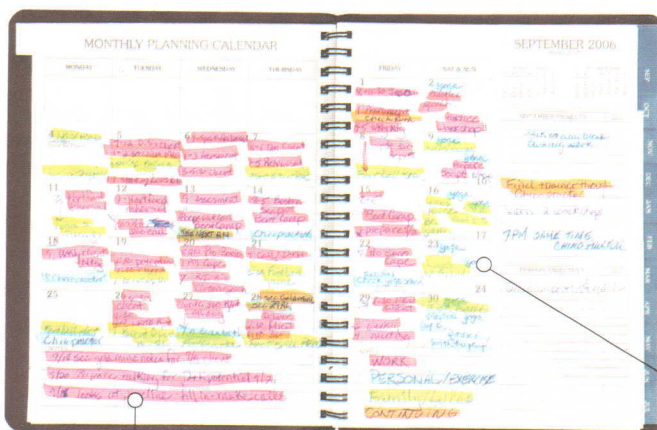
Keep it simple

ANNE CONWAY, 56

MEDIA COACH, WELLESLEY, MASSACHUSETTS

PLANNER OF CHOICE: NOTEBOOK

Anne was once a television anchor. Now she coaches executives who need to brush up on presentation skills. Instead of a planner system, Anne uses a generic notebook planner that shows one month on a two-page spread, plus pages for days of the week. She routinely moves data from her planner to a large wall calendar at home so her son can keep track of her schedule.



1. GIVE YOURSELF A

HEADS-UP. Even when you carefully tend your calendar, you can be caught off-guard by a forgotten appointment now and then. So when Anne notes an important date in her planner, she also adds "See morning" to the end of the preceding day.

2. "BACK-TIME" MAJOR

EVENTS. When a big event requires lots of preparation, Anne makes a to-do list and jots each task onto appropriate days on her calendar. By the time the big day arrives, her prep work is done. She calls this technique "back-timing," a term from her television days.

3. BREAK UP THE DAY.

Anne's daily planner pages are broken into 15-minute increments. This helps her avoid devoting too much time to any one task. Thirty- or 60-minute blocks of time may work better for you.



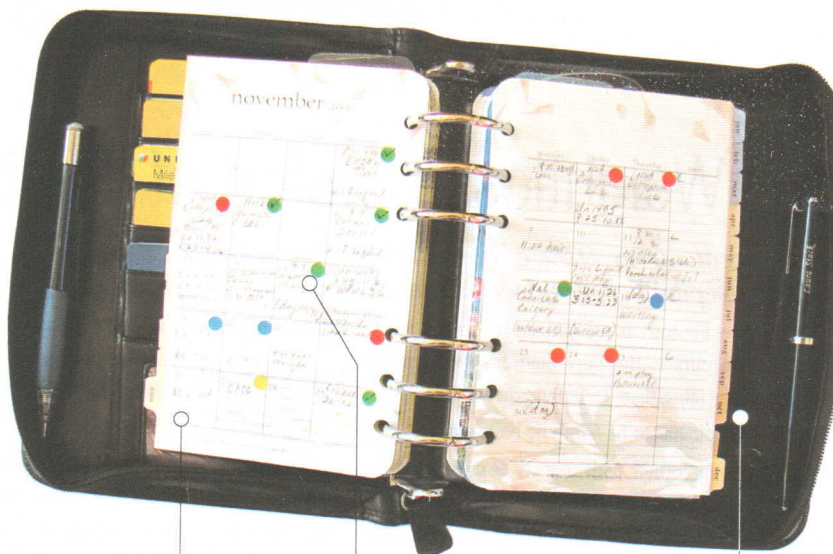
Tailor-made time management

LAURA STACK, 37

AUTHOR, HIGHLANDS RANCH, COLORADO

PLANNER OF CHOICE: FRANKLIN COVEY

When she got her first job, Laura was overwhelmed by all the details, dates, and paperwork that she had to juggle. She tamed her personal paper tiger when she attended an organizational seminar. She learned so much from the seminar that she made a career of being a productivity coach and authored the book *Find More Time*.



1. DESIGN YOUR OWN

PAGES. Each year, Laura goes to franklincovey.com and spends about \$30 on custom pages tailored to her needs. She can order printed calendars that note her own special days and notations.

2. COLOR-CODE THE DAY.

Laura uses sticker dots to color-code dates in her planner calendar: green for confirmed appointments, yellow for tentative meetings, red for family commitments, and blue for low-priority engagements. The dots are widely available at office supply stores.

3. FILE YOUR REMINDER

LISTS. The A-to-Z tabs that come with planners are designed for alphabetizing contact information, but Laura uses hers as a filing cabinet, storing such information as movies to rent (under V for "Videos") or clothing sizes of her family.