

# Appendix: Time management format examples

The text in this book has conveyed the philosophy of time management, the attitudes and convictions that it demands, and how-to practical elements. To augment the last two points, it is often useful to use various formats to prompt and formalise your organisation.

Earlier I advised caution in adopting proprietary systems: trying to shoehorn yourself into what is actually someone else's system and finding a mismatch. But there is a profusion of more flexible systems, Filofax, referred to previously, being probably the best known. Putting together a number of formats chosen (maybe after some experiment) because they suit *you* is most likely to give you something useful – and if you develop a good system you are more likely to develop good habits around it. Thus, in turn, you will continue to use the system in place and benefit from it on a daily basis.

Whatever you do, and however you organise it (in everything from a traditional looseleaf binder to a computer or PDA screen) such formats can bring discipline to your intentions and help you get a grip on your time and avoid the mess of reality.

At this stage, having read the book and perhaps having selected and organised some mechanisms to assist you, it is up to you. It is your time. Take the initiative, manage it effectively and it is *you* who will reap the benefit – in your job and in your career. The forms that follow in Figures A1 to A5 give you an idea of the purpose, style and possibilities of the formats that can help you get and stay organised:

- A1. **Diary.** Surely everyone needs this, but there are choices to be made particularly regarding how much time – a day, a week or whatever – appears on a page. The example shows one week to a view page-design, with room for both appointments and tasks (symbols save space too, whether they are part of a standard form or ones you invent and use).
- A2. **Year planner.** In conjunction with a diary this allows the relationship between widely spaced events to be seen at a glance, enabling matters that need planning to be easily considered.
- A3. **Day planner.** A form that, alongside a diary, allows you to plan and work with the daily round of activities, events and tasks (again, symbols can assist and save space).
- A4. **Action sheet.** A more freestyle form providing a flexible way to prompt, prioritise and record action.
- A5. **Meeting planner.** A form to allow you to plan effective meetings and avoid some of the many dangers meetings present and which were itemised earlier in the text.

Of course, many more forms can be used or originated: expenses, contact records (and for specific categories such as customers), analysis sheets, planning for specific tasks and more. The use of such things is inherently flexible and gives a practical edge to time management intentions. Filofax have a saying: plan it, do it and record it. Succinctly put – it is good advice.









January Janvier Januar Enero Gennaio			Week 1		
Monday	3	Tuesday	4	Wednesday	5
Lundi Montag Lunes Lunedì 3-362		Mardi Dienstag Martes Martedì 4-361		Mercredi Mittwoch Miércoles Mercoledì 5-360	
8		8		8	
9		9		9	
10		10		10	
11		11		11	
12		12		12	
13		13		13	
14		14		14	
15		15		15	
16		16		16	
17		17		17	
18		18		18	
19		19		19	
20		20		20	
					
					

Figure A1

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fr
<b>Jan</b>						1	2	3	4	5	6	7
<b>Feb</b>		1	2	3	4	5	6	7	8	9	10	11
<b>Mar</b>		1	2	3	4	5	6	7	8	9	10	11
<b>Apr</b>					1	2	3	4	5	6	7	8
<b>May</b>							1	2	3	4	5	6
<b>Jun</b>			1	2	3	4	5	6	7	8	9	10
<b>Jul</b>					1	2	3	4	5	6	7	8
<b>Aug</b>	1	2	3	4	5	6	7	8	9	10	11	12
<b>Sep</b>	31			1	2	3	4	5	6	7	8	9
<b>Oct</b>						1	2	3	4	5	6	7
<b>Nov</b>		1	2	3	4	5	6	7	8	9	10	11
<b>Dec</b>				1	2	3	4	5	6	7	8	9

JANUARY							FEBRUARY							MARCH							APRIL									
WK	M	T	W	T	F	S	WK	M	T	W	T	F	S	WK	M	T	W	T	F	S	WK	M	T	W	T	F	S			
52					1	2	5	1	2	3	4	5	6	9	1	2	3	4	5	6	13					1	2	3		
1	3	4	5	6	7	8	6	7	8	9	10	11	12	10	7	8	9	10	11	12	13	14	4	5	6	7	8	9	10	
2	10	11	12	13	14	15	7	14	15	16	17	18	19	20	11	14	15	16	17	18	19	20	15	11	12	13	14	15	16	17
3	17	18	19	20	21	22	8	21	22	23	24	25	26	27	12	21	22	23	24	25	26	27	16	18	19	20	21	22	23	24
4	24	25	26	27	28	29	30	9	28						13	28	29	30	31				17	25	26	27	28	29	30	
5	31																													

Figure A2





