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*I was unsuccessful at using planners in the past and I needed to learn to think of planning differently.* The following are some thoughts to keep in mind when using a planner.

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Author of the planning-journal ©*Plan For Success*

### **Ten Things to Keep in Mind While Planning**

1. Never plan back-to-back events.
2. Leave 15 minutes or more between projects.
3. Plan driving time (to and from events) as well as walking to the building
4. Allow enough time for quick trips to the store, remembering that you are not always the first in line.
5. There are only 24 hours in a day.
6. Rest and nutrition are important to manage your busy day - plan some!
7. If you have children in school, do not plan tasks that require a lot of focus during the times they are home.
8. Plan difficult projects during those times when your brain energy is at its peak.
9. Remember 'Life Happens!' So when your tasks don't get done as planned, plan them for another day. You didn't fail!
10. Don't be so hard on yourself, and remember: get rid of the negative self-talk!

In order to increase the chance that planning works for you, choose a planning system that provides 'time lines' to manage your time effectively. The visual is very important!

Check in with yourself every morning and every night to be constantly aware of what is expected of you throughout the day. You might also see a need to rearrange the day/ event.

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