



**H**ow many times have you written down a to-do item or appointment on a scrap of paper? That tiny piece of paper gets folded up and crammed into your purse and is lost in a collection of receipts, business cards and other reminder notes. That's a bad habit, but not as bad as convincing yourself that you'll remember that teacher meeting next week at... What time was that again?

Staying organized reduces stress and can help you make the most of your time. Whether you're a busy mom, entrepreneur, executive or all three, keeping track of your schedule is one of the secrets to being productive. Here are a few time-minding tools to help you stay on track...

### On the Wall

WeekDate® ([www.weekdate.com](http://www.weekdate.com)) gives new meaning to the smart practice of writing down appointments once. Eliminate the hassle of going through your calendar and rewriting repeating appointments on every page. The innovative design of the *WeekDate Hits the Wall* calendar lets you write down recurring monthly and weekly appointments once and leaves plenty of space for keeping all business, family and personal appointments. Post it in a family area at home so everyone is kept up to date. If you prefer to keep your calendar with you, WeekDate also offers a handy on-the-go weekly planner.

### Online

Programs like Microsoft® Outlook work well, but what if you can't access your computer? Online calendars—and there

## It's a Date!

Cool calendars help you keep track of your business, home, family, appointments... *life!*



are quite a few—give you the freedom to check your schedule anywhere you have Internet access. Google's calendar feature allows you to import from Outlook and a number of other

programs, as well as phones and handheld devices. And if you're new to the service, step-by-step instructions and a detailed tour make it simple to get your online calendar up and running. And, in addition to having access to your calendar almost anywhere, you can easily share your plans with friends, family members and co-workers.

### In the Book

Being able to quickly access and update your schedule is an important key to staying organized. Making your time work *for* you is one of the keys to being effective. The FranklinCovey® Paper Planning System not only allows you to keep track of your daily, weekly and monthly appointments, it also includes places for you to keep track of people, goals, meeting notes and more. The system incorporates principles such as keeping everything you need in one location and breaking long-range goals into easy-to-accomplish tasks.

*Plan your work. Work your plan.* It's a motto that will help you stay focused on achieving your goals. And with a little organization and time-management tools that fit your life, you're one step closer to making your dreams reality. EW

