



Planner Characteristic Checklist

✓ to select	Priority	Characteristic
		Month-at-a-glance view
		Week-at-a-glance view
		The ability to see each day separate from all others
		Spiral bound so I don't lose any pages & have the year together
		Binder format so I can add and remove pages as needed
		Zippered binder so I don't lose any pages
		Electronic (check out Google Calendar and <a href="#">Cozi</a> )
		Smart phone friendly
		Paper so I can write in it when needed
		To Do List available for every day
		To Do List for the whole month and/or a master list
		To Do List for each week
		Room to plan for multiple roles (i.e. Employee, parent, spouse, etc.)
		Calendar and To Do List integrated into one planner
		Calendar and To Do List separate from each other
		Calendar online and To Do List on paper
		Calendar on paper and To Do List online
		Small size for easy portability
		Large size for ease of writing and room for more items
		Medium size as a compromise between small and large
		Time slots for meetings and appointments all day
		Specific time slots included in the Calendar section
		Pockets for other items such as cell phone or wallet
		Wall calendar format
		Portable format
		Attached strap so it can be carried like a purse or briefcase
		Price is no object
		Budget = \$_____
Add your own characteristics here:		

# Sample #1

- ❑ Views
  - ❑ Month-at-a-glance
  - ❑ Week-at-a-glance
- ❑ Electronic with ability to
  - ❑ Print a To Do list
  - ❑ Print an appointment schedule
- ❑ Separate calendar & To Do list
- ❑ Budget = \$50
- ❑ Additional
  - ❑ Share with family members
  - ❑ Ability to handwrite To Do list

Cozi Gold Calendar  
(or Google Calendar)

Spiral Notebook for To Do List

# Sample #1



Cozi Gold Calendar  
(or Google Calendar)

Spiral Notebook for To Do List

## Sample #2

- ❑ Monthly & Weekly views
- ❑ Each day separate
- ❑ Zippered binder, attached strap
- ❑ Paper
- ❑ To Do lists: Every day & Month
- ❑ Plan for multiple roles
- ❑ Integrated calendar & To Do list
- ❑ Time slots in calendar
- ❑ Pockets for cell phone
- ❑ Portable
- ❑ No budget
- ❑ Love Franklin Covey

Franklin Covey;  
7 Habits  
Nice Leather Binder

## Sample #2



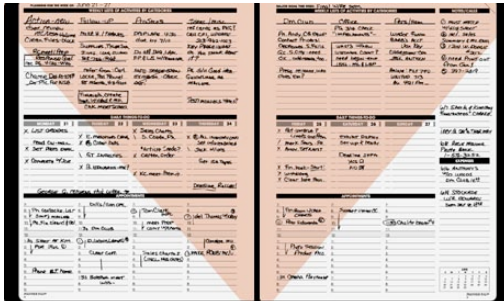
Franklin Covey;  
7 Habits  
Nice Leather Binder

# Sample #3

- Spiral bound
- Week at a glance
- Integrated calendar & To Do list
- Do not need to see each day separate
- 1-hour time slots in calendar
- Portable
- Budget = \$30
- Looking for a new planning process to try

Planner Pad  
(Spiral Bound)

# Sample #3



Planner Pad  
(Spiral Bound)



