google calendar
- events
- time blocking
  - has strong calendar properties
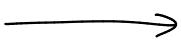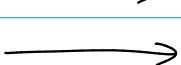
ultimate planner
- details about what to do
- tasks
- vague tracking

daily notes
- details about what to do when ⟶
- tasks + time blocking ⟶
- detailed reflections & tracking

day planner

[my vision]

google calendar
- long-term
- add event & forget about it

↓ populates

ultimate planner + day planner
- short-term
- tackle a project across days
- see what's coming up
- events; when & where
- tasks; schedule daily
- also time-blocking depending on commitments

daily note × ultimate planner × day planner
- details of implementation (what, when, how)

daily notes
- narrow view of what to do for the day.

← populates →

example
gCal
- coffee chat (11:00 - 12:00) on Tuesday

ultimate planner + day planner
- coffee chat @ 11:00

```
10 ┌──────────
   │    prep
11 ├──────────
   │   coffee
   │    chat
12 ├──────────
   │   debrief
   ├──────────
13 └──────────
```

Google Calendar

Ultimate Planner

two views:

Sun 30	mon 1	tue 2
even all hands meeting		
fitness calisthenics Journal		

commitment
- 2 hr/day
notes: not too much

Habits
☐ 15 min of elevated heart rate

Journal
— did level 5!
— finished full set

	Sun 30	mon 1	tues 2
5			
7	fitness		
9			
11			
13			
15			
17			
21			

all hands meeting

the Ultimate planner is an interface for viewing and editing info.

daily note

information is stored as plain text