

### google calendar

- events
- time blocking
- has strong calendar properties

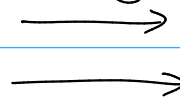
### ultimate planner

- 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

← populates →

#### daily notes

- narrow view of what to do for the day.

### example

#### glad

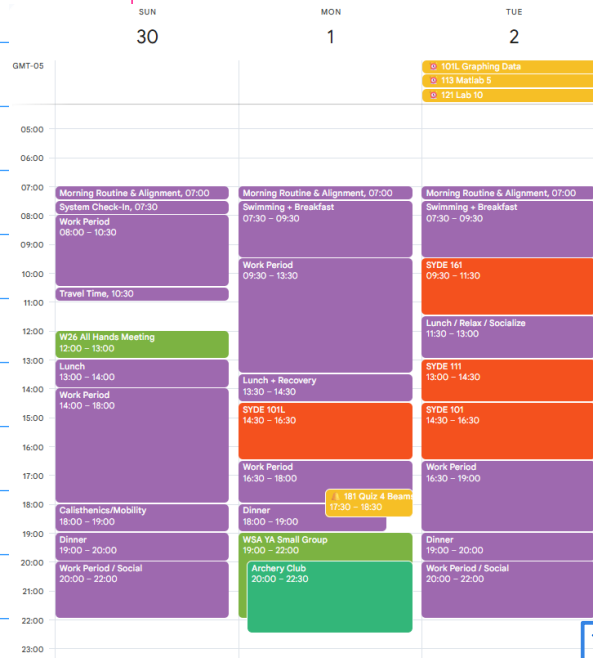
- coffee chat (11:00-12:00) on Tuesday

#### ultimate planner + day planner

- coffee chat @ 11:00

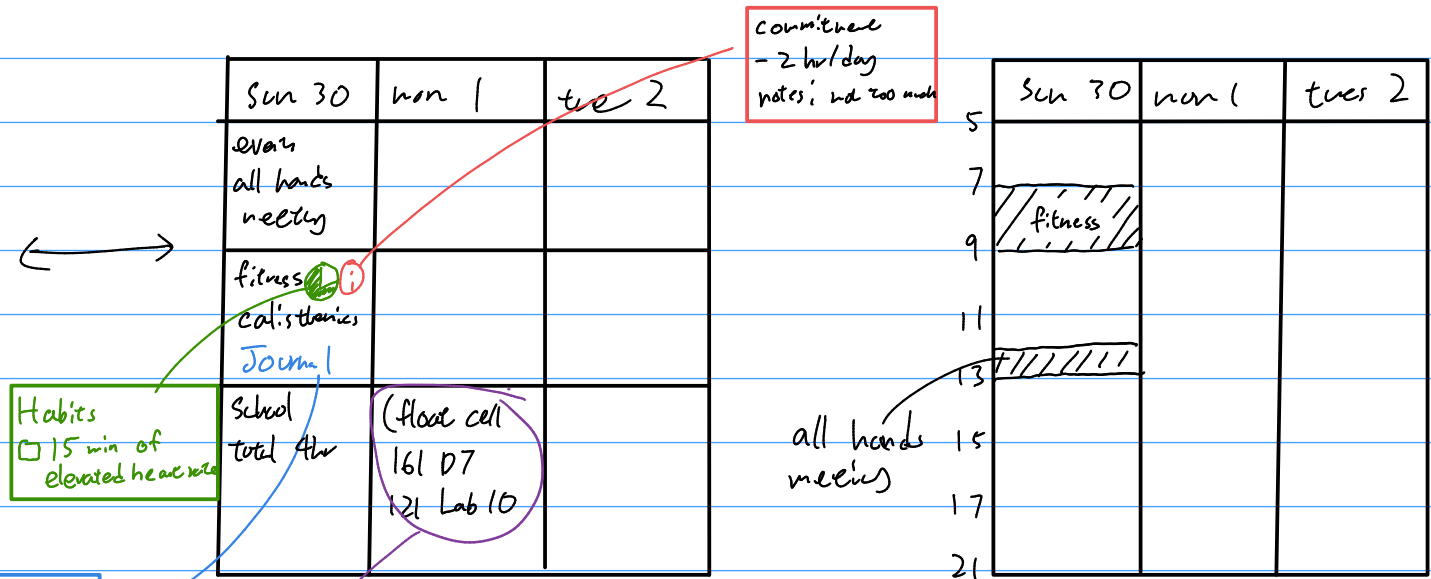
10	
11	prep
	coffee
	chat
12	debrief
13	

## Google Calendar



## Ultimate Planner

two views:



Habits  
☐ 15 min of elevated heart rate

Journal  
- did level 5!  
- finished full set

Sometimes I just want a block of time to work on stuff

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

## daily note

information is stored as plain text