

google calendar

- events
- time blocking
- has strong calendar properties

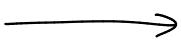
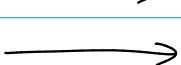
ultimate planner

- 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

gCal

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

ultimate planner + day planner

- coffee chat
@ 11:00

10	
11	prep
12	coffee
13	chat
	debrief

Google Calendar

The figure is a weekly calendar spread over three days: Sunday (SUN), Monday (MON), and Tuesday (TUE). The vertical axis represents time from 05:00 to 23:00. The horizontal axis represents the days of the week.

SUN

- 07:00 - 08:00: Morning Routine & Alignment, 07:00
- 08:00 - 08:30: System Check-In, 07:30
- 08:30 - 09:30: Work Period 08:00 – 10:30
- 09:30 - 10:30: Travel Time, 10:30
- 12:00 - 13:00: W26 All Hands Meeting 12:00 – 13:00
- 13:00 - 14:00: Lunch 13:00 – 14:00
- 14:00 - 15:00: Work Period 14:00 – 18:00
- 18:00 - 19:00: Calisthenics/Mobility 18:00 – 19:00
- 19:00 - 20:00: Dinner 19:00 – 20:00
- 20:00 - 22:00: Work Period / Social 20:00 – 22:00

MON

- 07:00 - 08:00: Morning Routine & Alignment, 07:00
- 08:00 - 09:00: Swimming + Breakfast 07:30 – 09:30
- 09:30 - 10:30: Work Period 09:30 – 13:30
- 13:30 - 14:30: Lunch + Recovery 13:30 – 14:30
- 14:30 - 16:30: SYDE 101L 14:30 – 16:30
- 16:30 - 18:00: Work Period 16:30 – 18:00
- 18:00 - 19:00: Dinner 18:00 – 19:00
- 19:00 - 22:00: WSA VA Small Group 19:00 – 22:00
- 20:00 - 22:30: Archery Club 20:00 – 22:30

TUE

- 07:00 - 08:00: Morning Routine & Alignment, 07:00
- 08:00 - 09:00: Swimming + Breakfast 07:30 – 09:30
- 09:30 - 11:30: SYDE 161 09:30 – 11:30
- 11:30 - 13:00: Lunch / Relax / Socialize 11:30 – 13:00
- 13:00 - 14:30: SYDE 111 13:00 – 14:30
- 14:30 - 16:30: SYDE 101 14:30 – 16:30
- 16:30 - 19:00: Work Period 16:30 – 19:00
- 17:30 - 18:30: I_181 Quiz 4 Review 17:30 – 18:30
- 19:00 - 20:00: Dinner 19:00 – 20:00
- 20:00 - 22:00: Work Period / Social 20:00 – 22:00

Legend:

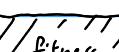
- 101L Graphing Data
- 111 Matlab 5
- 121 Lab 10

Ultimate Planner

two views:

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

committed
- 2 hr/day
notes; 2nd 200 much

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

The ultimate planer is an interface for viewing and editing info.

- Journal
- did level 5!
- finished full set

daily note

information is stored as plain text