

google calendar

- events
- time blocking
- has strong calendar properties

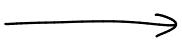
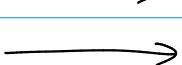
ultimate planner

- 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
	chat
13	debrief

Google Calendar



Ultimate Planner

two views:

Sun 30	Mon 1	Tue 2
even all hands meeting		
fitness 100 calisthenics		
Journal		
Habits [] 15 min of elevated heart rate	School total 4 hrs	(float cell 161 D7 121 Lab 10)

committees
- 2 hr/day
notes: 1d 200 min

Sun 30	Mon 1	Tues 2
fitness	15	21
all hands meeting	17	

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

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

daily note

information is stored as plain text

Journal
- did level 5!
- finished full set