# Your **Time/system** is in 2 Parts

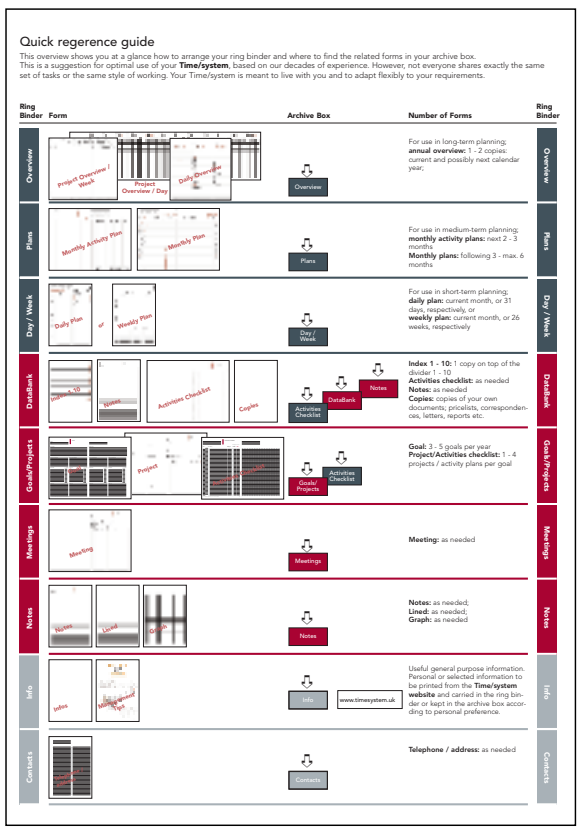
**2** **Time/system Archive Box**

Keep the archive box on your desk. You can add forms to your Time/system ring binder as needed from its supply. This is also where you archive redundant items.

**1** **Time/system Ring Binder**

The Time/system ring binder is something you will always carry with you. It ensures that you have all current and important information at your fingertips. The clear structure and the intelligent forms help you make the best possible use of your time and reach your goals.

# **Time/system** Quick Reference Guide



Quick regerence guide

This overview shows you at a glance how to arrange your ring binder and where to find the related forms in your archive box.
This is a suggestion for optimal use of your **Time/system**, based on our decades of experience. However, not everyone shares exactly the same set of tasks or the same style of working. Your Time/system is meant to live with you and to adapt flexibly to your requirements.

| Ring Binder | Form | Archive Box | Number of Forms | Ring Binder |
|---|---|---|---|---|
| Overview | Project Overview / Week; Project Overview / Day; Daily Overview | Overview | For use in long-term planning; **annual overview:** 1 - 2 copies: current and possibly next calendar year; | Overview |
| Plans | Monthly Activity Plan; Monthly Plan | Plans | For use in medium-term planning; **monthly activity plans:** next 2 - 3 months **Monthly plans:** following 3 - max. 6 months | Plans |
| Day / Week | Daily Plan or Weekly Plan | Day / Week | For use in short-term planning; **daily plan:** current month, or 31 days, respectively, or **weekly plan:** current month, or 26 weeks, respectively | Day / Week |
| DataBank | Index 1 - 10; Notes; Activities Checklist; Copies | Activities Checklist; DataBank; Notes | **Index 1 - 10:** 1 copy on top of the divider 1 - 10 **Activities checklist:** as needed **Notes:** as needed **Copies:** copies of your own documents; pricelists, correspondences, letters, reports etc. | DataBank |
| Goals/Projects | Goal; Project; Project Activities Checklist | Goals/ Projects; Activities Checklist | **Goal:** 3 - 5 goals per year **Project/Activities checklist:** 1 - 4 projects / activity plans per goal | Goals/Projects |
| Meetings | Meeting | Meetings | **Meeting:** as needed | Meetings |
| Notes | Notes; Lined; Graph | Notes | **Notes:** as needed; **Lined:** as needed; **Graph:** as needed | Notes |
| Info | Infos; Meeting Agenda / Tips | Info | Useful general purpose information. Personal or selected information to be printed from the **Time/system website** and carried in the ring binder or kept in the archive box according to personal preference. www.timesystem.uk | Info |
| Contacts | Contacts | Contacts | **Telephone / address:** as needed | Contacts |

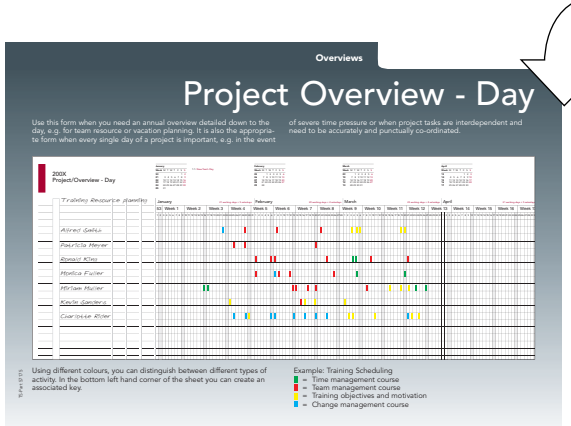
**1** On the back of this folder there is a short reference guide listing all available forms and showing where to find them in your archive box and where to place them in the ring binder. Start by arranging the forms into your Time/system binder.

**2** In the attached instructions you will find a description of each form, explaining how to optimise its use. Completed sample forms provide you with a speedy and practical guide to how to handle them effectively. Your Time/system will assist you with all your activities, planning schedules and goals. In addition, you are provided with extra space to record important information. The system is divided into three differently coloured sections.

The anthracite section is used for time-related forms referring to your short, medium and long term planning. In the red area you will find important information related to your goals, projects, and tasks.

Personal and important information can be well structured and stored in the grey section.

www.timesystem.co.uk
www.timesystem.com



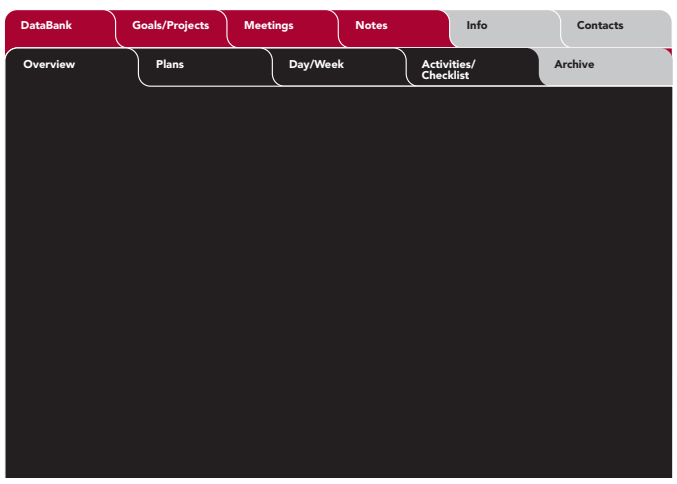
Overviews

Project Overview - Day

Use this form when you need an annual overview detailed down to the day, e.g. for team resource or vacation planning. It is also the appropriate form when every single day of a project is important, e.g. in the event of severe time pressure or when project tasks are interdependent and need to be accurately and punctually co-ordinated.

Using different colours, you can distinguish between different types of activity. In the bottom left hand corner of the sheet you can create an associated key.

Example: Training Scheduling
- Time management course
- Team management course
- Training objectives and motivation
- Change management course

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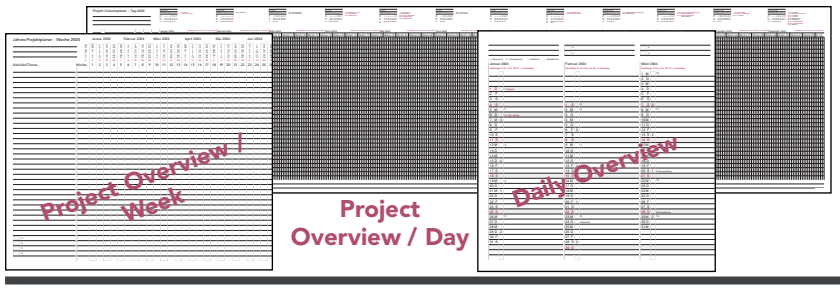
| Overview |   | Overview | For use in long-term planning;<br>**annual overview:** 1 - 2 copies: current and possibly next calendar year; | Overview |
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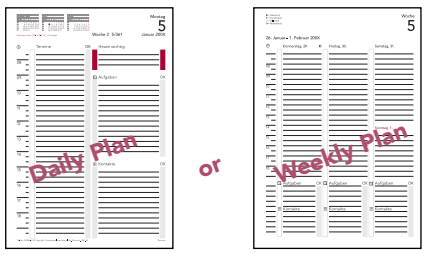
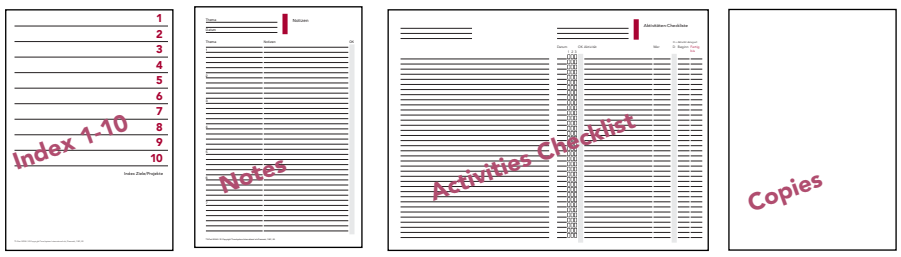
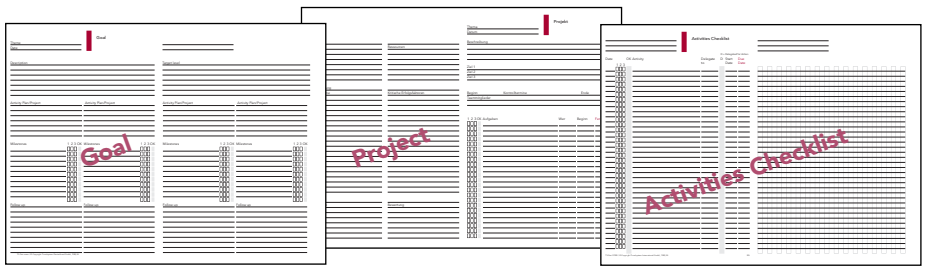
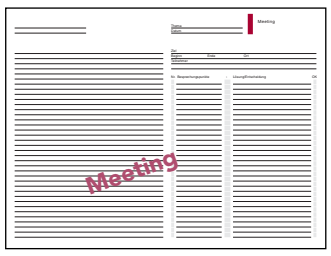
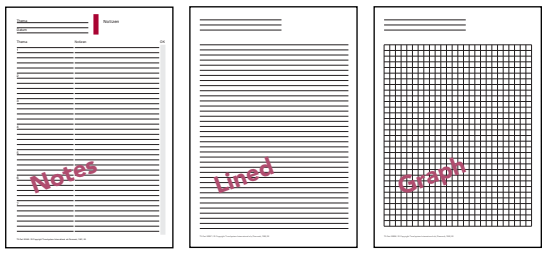
| Day / Week |   | Day / Week | For use in short-term planning;<br>**daily plan:** current month, or 31 days, respectively, or<br>**weekly plan:** current month, or 26 weeks, respectively | Day / Week |
| DataBank |   | Activities Checklist; DataBank; Notes | **Index 1 - 10:** 1 copy on top of the divider 1 - 10<br>**Activities checklist:** as needed<br>**Notes:** as needed<br>**Copies:** copies of your own documents; pricelists, correspondences, letters, reports etc. | DataBank |
| Goals/Projects |   | Goals/ Projects; Activities Checklist | **Goal:** 3 - 5 goals per year<br>**Project/Activities checklist:** 1 - 4 projects / activity plans per goal | Goals/Projects |
| Meetings |   | Meetings | **Meeting:** as needed | Meetings |
| Notes |   | Notes | **Notes:** as needed;<br>**Lined:** as needed;<br>**Graph:** as needed | Notes |
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