

Daily Overview

This form is specifically for scheduling overviews. Your personal appointments are better tracked in the monthly overviews for the actual year. For the following year, however — which is not yet covered by monthly

forms - use this annual overview. On receipt of next year's annual update, you simply transfer the appointments to the actual monthly overviews. Never track appointments twice.

200X Daily Overview

= Holiday
 = School
 =
 =

● = New ● = Waxing ○ = Full ○ = Waning

January	February	March	April	May	June	July	August	September
21 working-days + 5 Saturdays	20 working-days + 4 Saturdays	23 working-days + 4 Saturdays	21 working-days + 5 Saturdays	22 working-days + 4 Saturdays	22 working-days + 4 Saturdays	21 working-days + 5 Saturdays	23 working-days + 4 Saturdays	22 working-days + 4 Saturdays
	1 T	1 T					1 M	
	2 W	2 W					2 T	
	3 T	3 T					3 W	
	4 F	4 F					4 T	1 T
1 S	5 S	5 S	1 F			1 F	5 F	2 F
2 S	6 S	6 S	2 S			2 S	6 S	3 S
3 M	7 M	7 M	3 S			3 S	7 S	4 S
4 T	8 T	8 T	4 M			4 M	8 M	5 M
5 W	9 W	9 W	5 T			5 T	9 T	6 T
6 T	10 T	10 T	6 W			6 W	10 W	7 W
7 F	11 F	11 F	7 T			7 T	11 T	8 T
8 S	12 S	12 S	8 F			8 F	12 F	9 F
9 S	13 S	13 S	9 S			9 S	13 S	10 S
10 M	14 M	14 M	10 S			10 S	14 S	11 S
11 T	15 T	15 T	11 M			11 M	15 M	12 M
12 W	16 W	16 W	12 T			12 T	16 T	13 T
13 T	17 T	17 T	13 W			13 W	17 W	14 W
	18 T	18 T	14 T			14 T	18 T	15 T

Handwritten notes in the calendar include: 'New Year's Day', 'CA Marketing', 'A. Conrad Ltd.', 'Hampver Fair', '14:00 Baker', '16:45 Paris', 'Skating Holidays', and 'A. Conrad Ltd.'.

If you only have a few appointments, you can also use this form as diary. Otherwise, the monthly overview forms serve as your diary. You can also

use the form as a holiday and absence plan e.g. for your team or for scheduling of a series of events such as road shows and tours.

Project Overview - Week

This form provides you with a rapid overview of your project schedules and your long-term objectives. It also shows you at a glance the associated time period. The form provides a quick and clearly structured

answer to the question: When should which projects be carried out in order to achieve my objectives?

200X Project/Overview - Week		January			February			March			April			May			June			July			August			September			October																			
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S														
Project/Activity	Week	53	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44		
<i>My Projects</i>	1.																																															
<i>Advertising Campaign</i>																																																
<i>Trade Show Stand</i>																																																
<i>Product movement</i>																																																
<i>Homepage Update</i>																																																

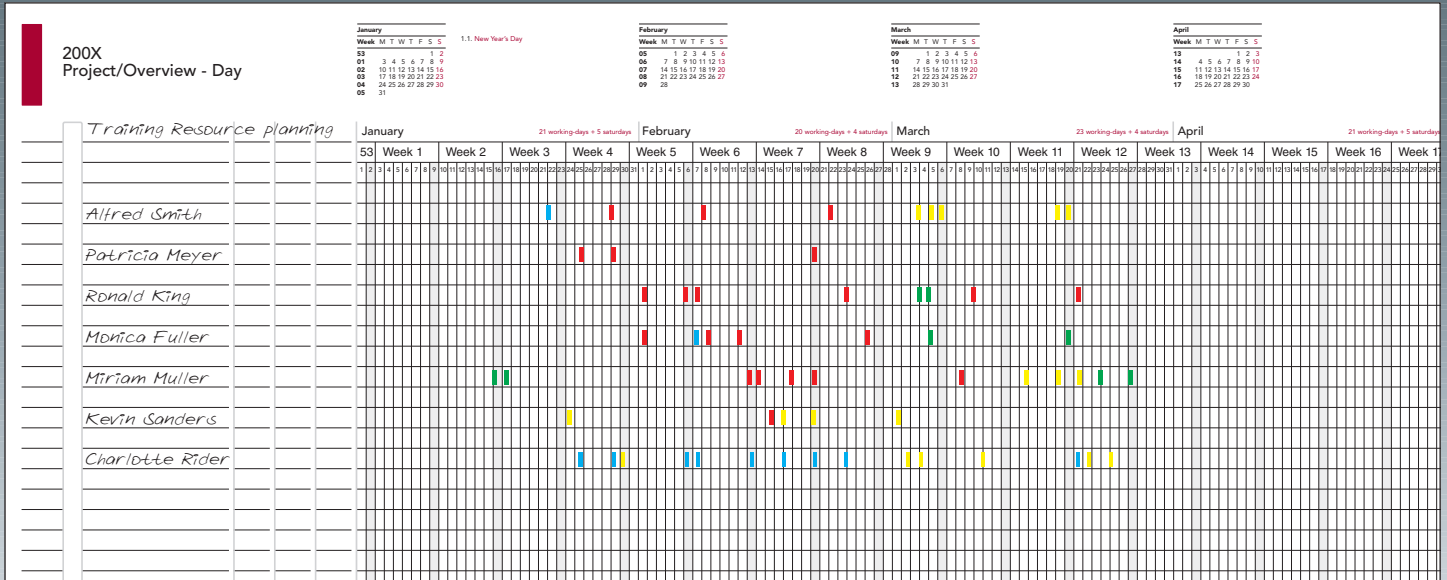
1. Make use of colours. Colours give you a better idea of a project's stages and the associated schedules. In the bottom left hand corner of the sheet you can create a key for the colours. Alternatively, you can use

this form for a single project. This is particularly useful with very large projects.

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.

- = Time management course
- = Team management course
- = Training objectives and motivation
- = Change management course

Monthly Activity Plans

For good time management you need an overview of the most important activities. With the activity plan form you can arrange the tasks according to the month in which you want to finish them. In addition, you can arrange these tasks per day on the right-hand page of this form.

For example, you can give every activity a deadline or indicate the time period during which you want to work on this task. This gives you a good overview of your time allowance.

January 200X

Activity-Plan

D = Delegated for Action

Date	OK	Activity	Delegate to	D	Start Date	Due Date
	1 2 3					
1.1.	□ □ □	Create M-Cards			9.1.	16.1.
1.1.	□ □ □	ICAS Software	Peter	✓	1.1.	16.1.
1.1.	□ □ □	EC program			5.1.	
1.1.	□ □ □	PR article			21.1.	28.1.
5.1.	□ □ □	Stock inventory				9.1.
5.1.	□ □ □	TM seminar	Sonja	✓	5.1.	23.1.
6.1.	□ □ □	Co-operation GEE			19.1.	20.1.
7.1.	□ □ □	Xantao Software			29.1.	30.1.
8.1.	□ □ □	Sales Shop Rent	Claudia	✓	8.1.	31.1.
10.1.	□ □ □	Advertising campaign	EM.DS.HG		19.1.	28.2.
10.1.	□ □ □	Brochure	Michael			28.1.

Week	M	T	W	T	F	S	S	Week	M	T	W	T	F	S	S	Week	M	T	W	T	F	S	S	
49			1	2	3	4	5	53					1	2		05			1	2	3	4	5	6
50	6	7	8	9	10	11	12	01	3	4	5	6	7	8	9	06	7	8	9	10	11	12	13	
51	13	14	15	16	17	18	19	02	10	11	12	13	14	15	16	07	14	15	16	17	18	19	20	
52	20	21	22	23	24	25	26	03	17	18	19	20	21	22	23	08	21	22	23	24	25	26	27	
53	27	28	29	30	31			04	24	25	26	27	28	29	30	09	28							
								05	31															

21 working-days + 5 Saturdays

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
						X										X														

With the 123 – method you can classify your tasks according to three priorities. An extremely important and urgent task is given priority 1. Place three crosses to highlight this high priority. This means that you should start working on this task, as nothing is more important. Important tasks of less urgency are classified by two crosses and should be carried out soon. Less important or delegated tasks are highlighted with just one cross and can be left until later. However, these tasks can

become more important in the course of the time. In this case, priority gets higher accordingly, and the task will be marked with an additional cross. Instead of the crossing method you can just as well work with numbers. Fill the square with the assigned priority. A 1 in the first, a 2 in the second, and a 3 in the third square. Experiment to find out which method results in a better overview.

Monthly Overview

This is your diary. You enter all your appointments here: meetings, business trips, vacation. You have the choice: either you follow the red (1) or the black (2) scale. If you have more than four appointments a day, you should use the red time scale. The red scale covers both pages and thus

offers you more space for entries. Of course the black scale has the advantage that you can insert almost all appointments on one page. It serves therefore better as an overview.

December 200X

Week	M	T	W	T	F	S	S
49		1	2	3	4	5	
50	6	7	8	9	10	11	12
51	13	14	15	16	17	18	19
52	20	21	22	23	24	25	26
53	27	28	29	30	31		

January

Week	M	T	W	T	F	S	S
05			1	2			
06	3	4	5	6	7	8	9
07	10	11	12	13	14	15	16
08	17	18	19	20	21	22	23
09	24	25	26	27	28	29	30
10	31						

February

Week	M	T	W	T	F	S	S
05			1	2	3	4	5
06	6	7	8	9	10	11	12
07	13	14	15	16	17	18	19
08	20	21	22	23	24	25	26
09	27	28	29	30			

● = New ○ = Waxing ○ = Full ○ = Waning

January 200X
21 working-days + 5 saturdays

January 200X
21 working-days + 5 saturdays

1. 08 2. 09 10 11 12 13 14 15 16 17 OK 13 14 15 16 17 18 OK

1 Sat 53 New Year's Day Vacation 4. 53 1 Sat

2 Sun 3 Mon 1 14.00 Tele conference Concorde 2 Sun

3 Mon 4 Tue 10.00 Marketing meeting 11.00 Web success Ltd. 3 Mon

4 Tue 5 Wed 6 Thu 16.00 LT, meeting, conference room 4 5 Wed

5 Wed 6 Thu 10.00 Mr. Field 19.00 Tennis 16.00 LT, meeting, conference room 4 6 Thu

6 Thu 7 Fri 19.00 Tennis 19.00 Theatre 7 Fri

7 Fri 8 Sat 8 Sat

8 Sat 9 Sun 9 Sun

(3) Reserve some time for “appointments with yourself”: Undisturbed periods, in which you can carry out your most important tasks. Tip: Hatch the appointments requiring a longer period of time. You will see instantly, how much time will be left for the day.

(4) If you do have to use a second page, mark this clearly with a triangle. This way you immediately recognise that there is an entry on the second page as well, even when the form is folded to the right. Also, the right page can be used for notes relating to an appointment on the opposite page (address, phone number, etc.).

Weekly Plan

By separating schedule, activities and contacts, the weekly plan provides an optimum overview of your time allowance. You keep an overview of your week and know what to do in order to reach your goals, at any

time. You systematically deal with all activities that are to be carried out so you can work in a more relaxed, calm and confident way.

1. According to your personal preference, note here the priority for the week — be it a significant task, an important goal or a major event.

2. For your major tasks, consider reserving additional time, or — even better — make an appointment with yourself (a so-called “contemplation hour”), which is immovable.

3. Hatch the time period your appointment requires. Additionally, reserve appropriate time for preparation and follow-up, travelling to and from the meeting, etc.

4. By classifying your tasks with “1 2 3” you not only assign priorities but also determine the order in which you process pending tasks. Highlight options according to preference.

5. Mark the type of Contact:
 T = Telephone
 E = E-Mail
 F = Fax
 L = Letter

Monday 27	Tuesday 28	Wednesday 29
08:00	08:00	08:00
09:00	09:00	09:00
10:00	10:00	10:00
11:00	11:00	11:00
12:00	12:00	12:00
13:00	13:00	13:00
14:00	14:00	14:00
15:00	15:00	15:00
16:00	16:00	16:00
17:00	17:00	17:00
18:00	18:00	18:00

January 27 including day 13 Saturday

Main focus 1.
Order Stevens

● New
 ◐ Waiting
 ◑ Full
 ◒ Wasting

27th Monday

08:15 Contemplation hour

09:00 Diner Primo

10:00 Key Note

10:30 Marketing Plan

11:00 Briefing Call Centre

14:30 Fast Ltd. Ms. Smith

15:00 Mr. Donegan

18:00 Activities OK

19:00 Conrad Ltd. Theatre tickets

19:30 Marketing plan

20:00 Key note

20:30 Contacts

21:00 Charles

21:30 040 855 01 88

22:00 E Host/Teasak

22:30 F Douglas Ltd.

28th Tuesday

08:15 Contemplation hour

09:00 Project AGA

09:30 Sales Meeting

10:00 Catalpaue

11:00 Trade Show

15:00 Lunch with Jim

18:00 Parent-Teacher conference

19:00 Activities OK

19:30 Project AGA

20:00 Sales Meeting

20:30 Trade Show

21:00 Catalpaue

21:30 Contacts

22:00 Keynote

22:30 EUROPAY

23:00 E Richards

23:30 T Rita OIS 44 66 77

29th Wednesday

09:00 Waterford Direction

09:30 Winaston

09:00 Seminar Birmingham

10:00 Road 4. Crown Hotel

18:00 Activities OK

19:00 Superlei

19:30 01 83 30 30

20:00 F Garage Stone

27 December 200X - 2 January 200X

Week 53

30th Thursday

15:00 Sales Meeting

18:00 Activities OK

19:00 Conrad Ltd.

20:00 Contacts

20:30 L Difer Clemens

31st Friday

10:00 VISITORS from France and Sweden

14:00 Opera

18:00 Activities OK

19:00 Contacts

1st Saturday

14:00 Eagle's Restaurant

2nd Sunday

15:00 Visit Peters

18:00 Activities OK

19:00 Theatre tickets

20:00 Contacts

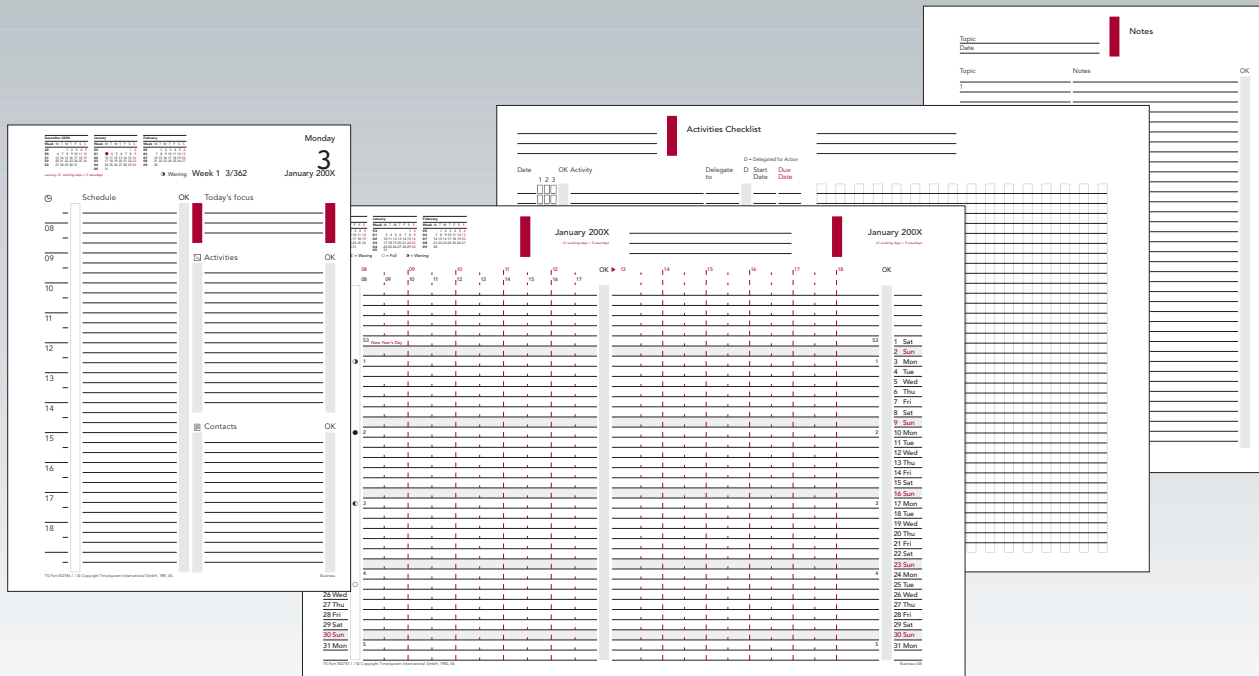
TS-Plan 522759 / © Time/System International GmbH, 1982, 04

Archive

Behind the Archiv divider you can store all the forms you want to save. In addition to the daily or weekly calendar pages you can also store yearly and monthly plans, activity plans and checklists or any other important forms from your ringbinder.

Remove regularly the archived forms from the ringbinder so that you do not have to carry unnecessary forms wasting the valuable space in your ringbinder.

Every year you can move your archived forms to the Annual Update package and store it year-by-year in your bookshelf.



DataBank

The DataBank divider is the central storage of your notes and other important information. The 1-10 registers serve as a systematic arrangement of each element of your objectives and task areas.

<i>Product launch</i>	1
<i>Sales corporation</i>	2
<i>USA</i>	3
<i>Internet</i>	4
<i>Trade show participation</i>	5
	6
	7
	8
	9
	10
Index	

You can subdivide your divider and build it up in many ways.

Subdivide by your projects:

This approach is suggested, when you tend to think in projects. In this approach you should use the project titles as headings for the numbered sections of the divider. Define your most important projects. Store behind each divider relevant information in order to to define, plan, implementate and follow up of the goals; project forms, activity plans, notes, copies of important papers etc.

Subdivide by your areas of responsibility:

This arrangement is an option when you prefer to organise according to your areas of responsibility. Typical examples for areas of responsibility are sales, marketing, production, distribution, logistics, human resources, purchasing and stock. Define your most important areas of responsibility based on your goals. Keep behind each divider relevant information related to the area; plans, meeting notes, task lists, copies of important papers etc.

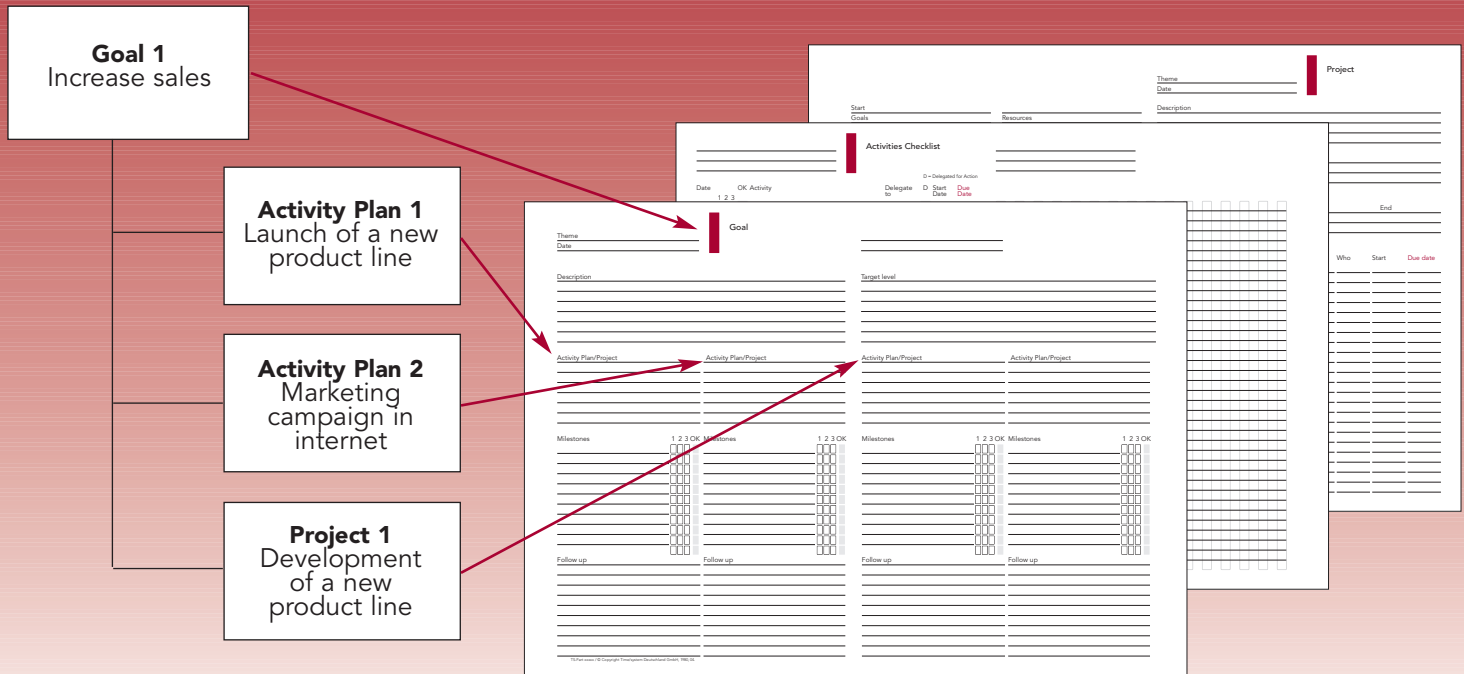
You can also reserve some dividers to general informations; price lists, statistics, reporting schedules, personal data and private things.

The Index form is the contents list of the red divider 1 – 10. Insert it immediately below the divider sheet DataBank.

Goals/Projects

The key for effective working is focusing on goals. Define your most important goals. You should have every year 3-5 goals. They can be related to work or freetime. To reach each of these goals there should be 1 - 4 action plans and projects. Make a detailed plan how you think you

can reach the goal. For this you can use either the separate project forms or the activity checklist forms. Time schedule the activities to your calendar and follow up regularly. Defined goals will thus be processed consistently – until they are reached.



Meeting

Good preparation is one of the most important conditions for the success of a meeting. Therefore you should begin early with the compilation of a meeting form for every important meeting. You will then have an overview of all your planned appointments. You then put this sheet into

your divider Meeting. After the meeting you store the form in your divider 1-10 related to the topic in question and can then easily find it from there.

5.

1.

Meeting

Theme N-RED

Date 27.9.200X

2.

3.

Goal Establishment of a new sales corporation

Start 15:00 End 17:00 Venue Stone Village

Participants Stalder, Meyer, Seybold, Franklin

5.

4.

Purposes

In particular, the sale of construction products and associated services, such as consulting, training etc. In addition, the public limited company aims to retail a variety of products, specifically wood and stone products. The company may establish domestic and international subsidiaries and operations, and acquire stakes in other companies.

No.	Item	Solution/Decision	OK
1	Type of company	Public limited company	
2	Capital	Euro 300,000	
3	Standing purpose rules	Analogue N-Green	
4	Participations	Revard Ltd. 35 % Bossers 55% Mita Ltd 10%	
5	Boards	Supervisory board: Mr. Stalder, Ms. Meyer, Mr. Steven Accountant: CLP General Management: Ms. Franklin	
6	Further procedures	Foundation: Mr. Stalder Contracts: Ms. Eberhart Capital: Ms. Eberhart	
7	Diverse	Real estate tasks: Ms. Eberhart	

1. A meeting should always have a clear goal. Otherwise, it is a pure waste of time.

2. Individual items for discussion should be organized in priority order and handled subsequently according to their importance.

3. For each item, you should develop your point of view or — even better — a solution.

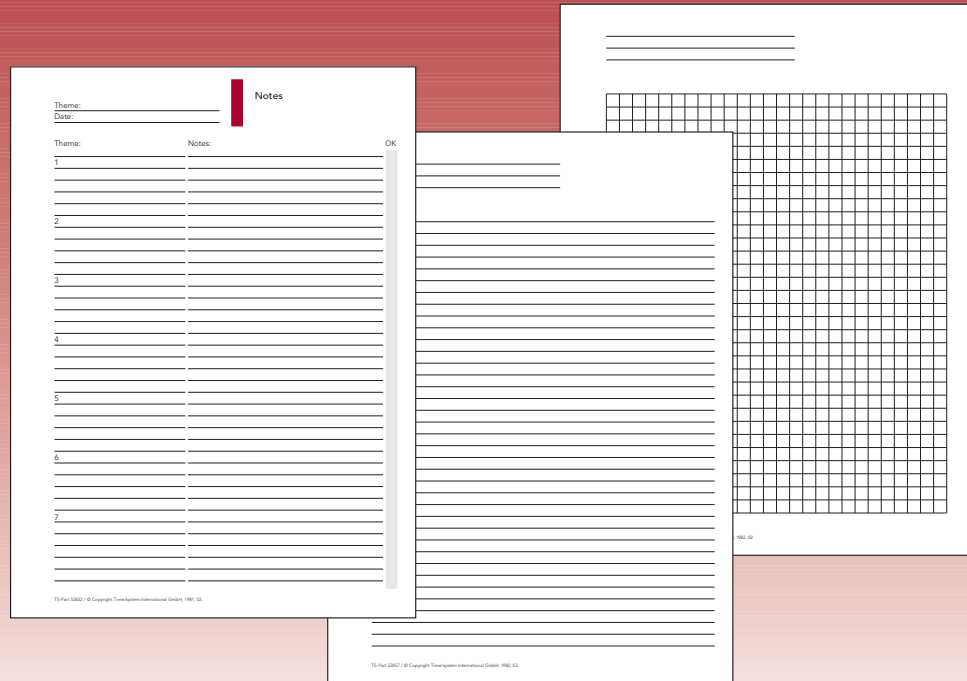
4. Meetings need an agenda and each topic should have a defined time limit.

5. Leave plenty of space for your personal notes — before, during, and/or after the meeting.

Notes

You often find yourself having to quickly take notes, be it on the telephone or during a meeting. In order to be able to write things down immediately, we suggest that you keep the forms you prefer for your notes, calculations or sketches with you in this index. You can use for these notes f.ex. Lined paper, Graph paper and Notes forms.

While you are out on business, you may want to have a stock of your preferred other forms with you. From our experience those are: Goal, Project, Activity checklist and Meeting. You should have at least 2-3 pieces of each form with you.



To be successful you must have the ability to develop and grow. Nothing is more important. Time/system supports you in this development: from the starting point when you define your goals through to their final and complete realisation. Time/system is further enhanced by additional suggestions and tips, which you can download from the Time/system website and keep handy in this divider.

Some practical examples:

- Tips for the use of your **Time/system**
- Important management topics condensed into checklists
- Useful suggestions on how to improve your performance and satisfaction
- General information such as public holidays, trade show dates, school holidays, postal charges, wine cards, conversion tables for weights and measures etc. As a customer, you can download and print out much of this information.
- Additional copies of the essential forms.

Contacts

This index offers several possibilities for use:

Key contacts: You can use one Activity checklist for each important person, group or institution you have often contact with. Here you note down all your joint activities and open items. The next time you get into contact all you have to do is to look at your Activity checklist and you will know immediately what you need to talk about. This will save time as you will never forget anything.

Business cards: While you are out on business you can keep business cards here safely and easy to find until you have transferred the information into your address register.

Address register: Once you have your addresses down on paper (hand written or printed out), you can carry them along here. The A-Z register makes it easy to sort them alphabetically.

