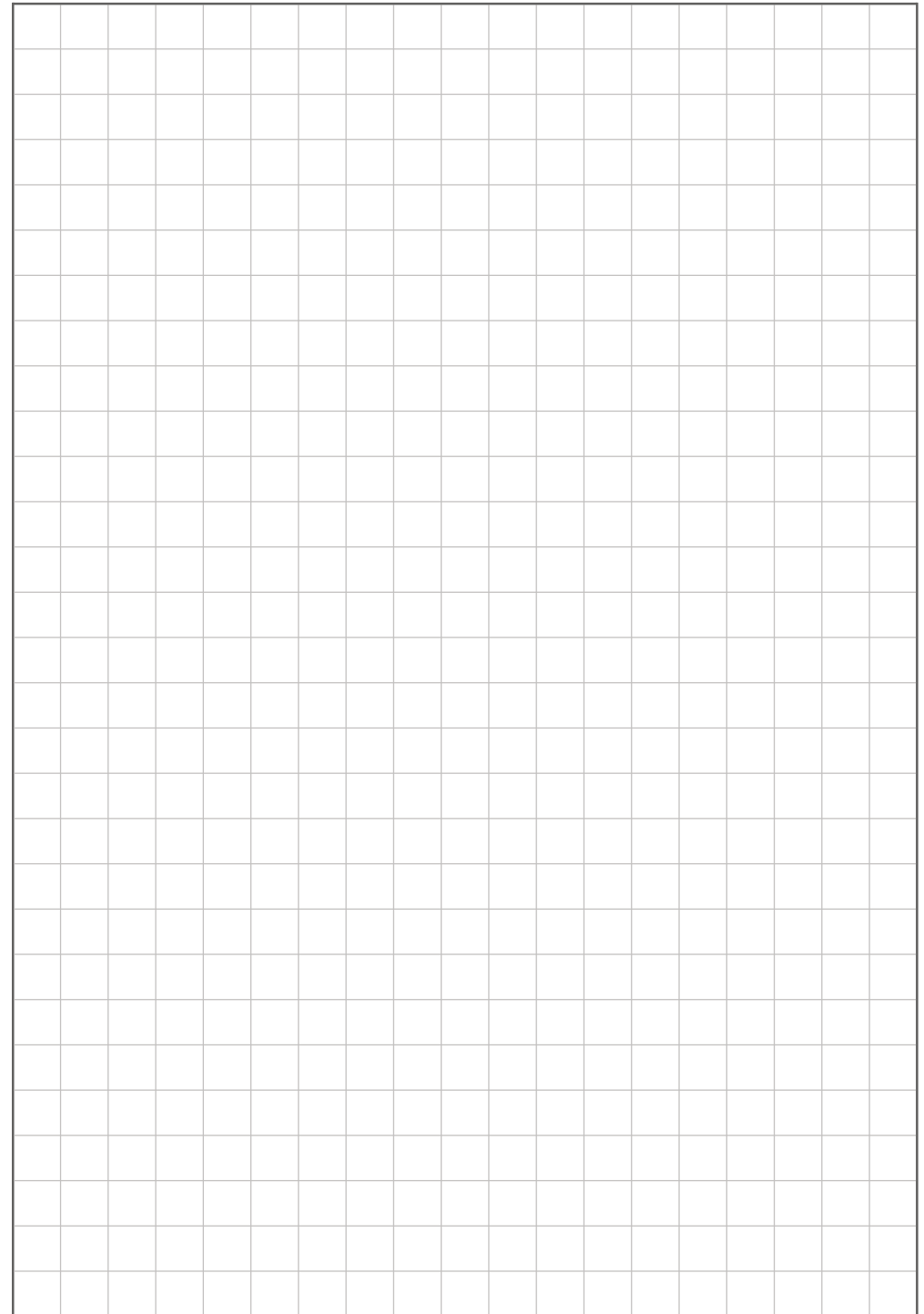
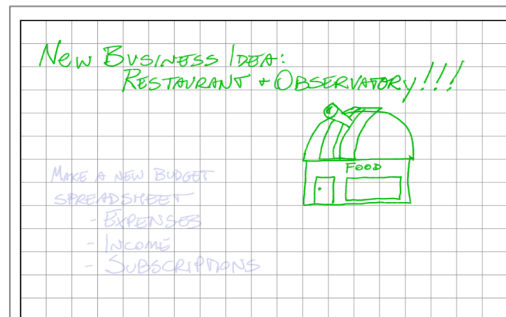


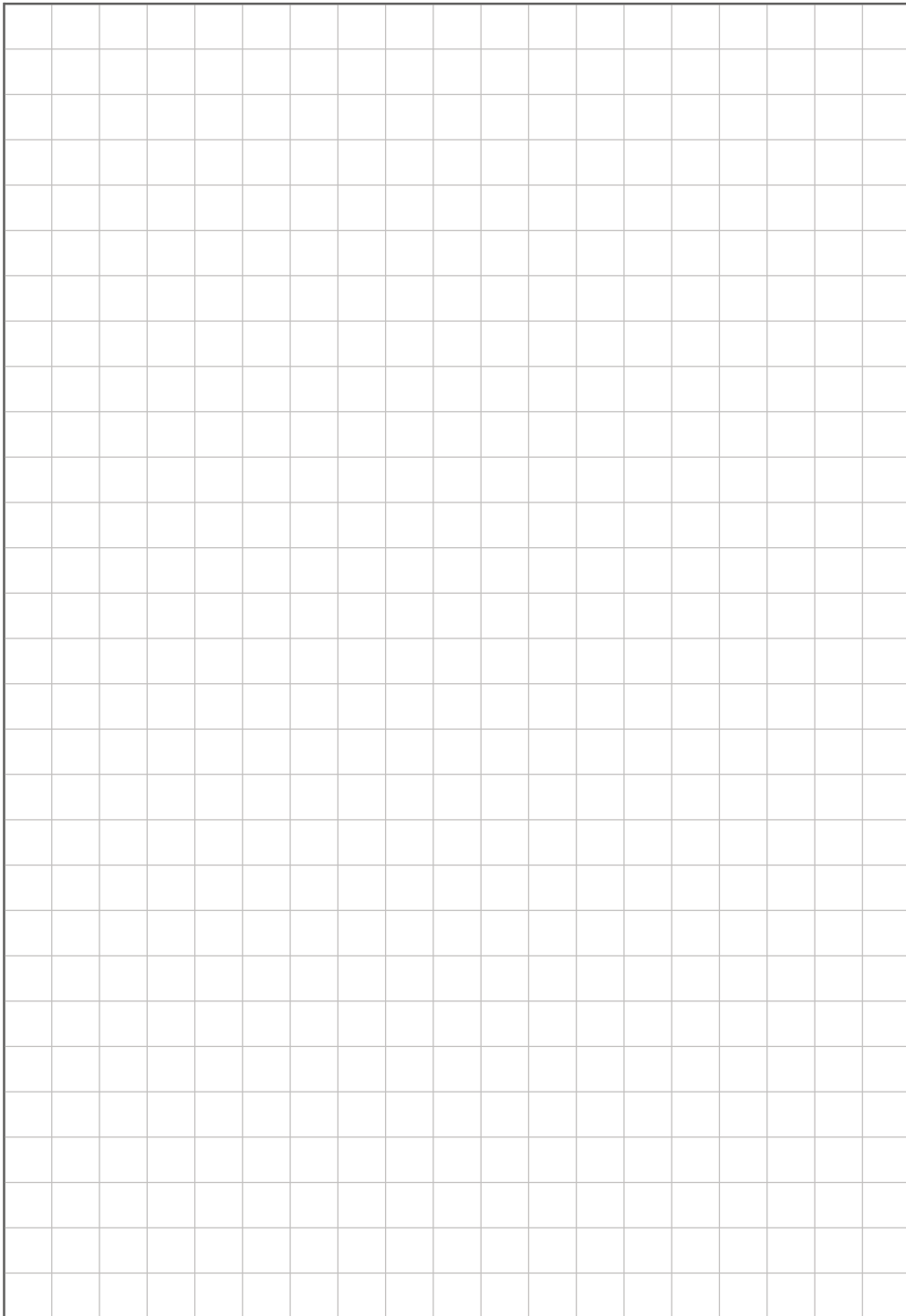
Hi! Thanks for using the Tin Satellite Calendar and Planner, I hope it works well for you. Whether you're using the digital version in note-taking apps such as GoodNotes or the physical version, the layout is roughly the same. I designed it to conform to your preferred way of working, but there are some good methods you can adopt to work most efficiently with this or any calendar or planner.

My preferred process is simple, it's a hybrid of some of my favorite productivity methods. There are three main sections in the book: the projects, the calendar, and blank pages to use however you want.

Part 1: The Brain Dump

Let's start at the back. The blank pages are graph-lined to allow you to write neatly and draw out diagrams easily. This is where you write whatever comes to mind as you go about your day. David Allen, the productivity expert who designed the GTD System (for Getting Things Done), tells us that our brain is great for HAVING ideas, but not always for remembering them. The solution? Write everything down. The blank pages are your 'brain-dump', every good idea that you think is worth remembering. You don't have to put them in any particular order in this section, just write them down so you can relieve yourself of the burden of remembering them. Later, these ideas might become projects.





You may want to consider buying a multi-colored pen that you can buy in some stationery shops. I use four different colors to write things down in four areas of my life (green for art and drawing, red for writing, blue for personal stuff, and black for my day job).

Part 2: Project Tracking

Let's move to the front of the book - The Project Section. These pages have boxes for the different projects you're working on, or want to work on in the future. (I also color-coordinate this section for the different areas of my life, as I do in the calendar section.) I name the project, and for students I added a space for days and times of their classes. There's a box for other information, which I never fail to fill up, and then there's the To-Do List,

OBSERVATORY CAFE		To-Do	Date Due:	Doing	Done
Days & Times:		FIND LOCATION		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other information:		PRICE TELESCOPES		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	PARTNER w/ JAMES?	HIRE ASTRONOMER		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	HIRE U. PROFESSOR	HIRE CHEF		<input type="checkbox"/>	<input type="checkbox"/>
	OR GRAD STUDENT?	HIRE STAFF		<input type="checkbox"/>	<input type="checkbox"/>
		FOOD WHOLESALER		<input type="checkbox"/>	<input type="checkbox"/>

PRINTING SPREADSHEET		To-Do	Date Due:	Doing	Done
Days & Times:		EXPENSES FORM		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other information:		EXPENSES TABLE		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		DASHBOARD		<input type="checkbox"/>	<input type="checkbox"/>

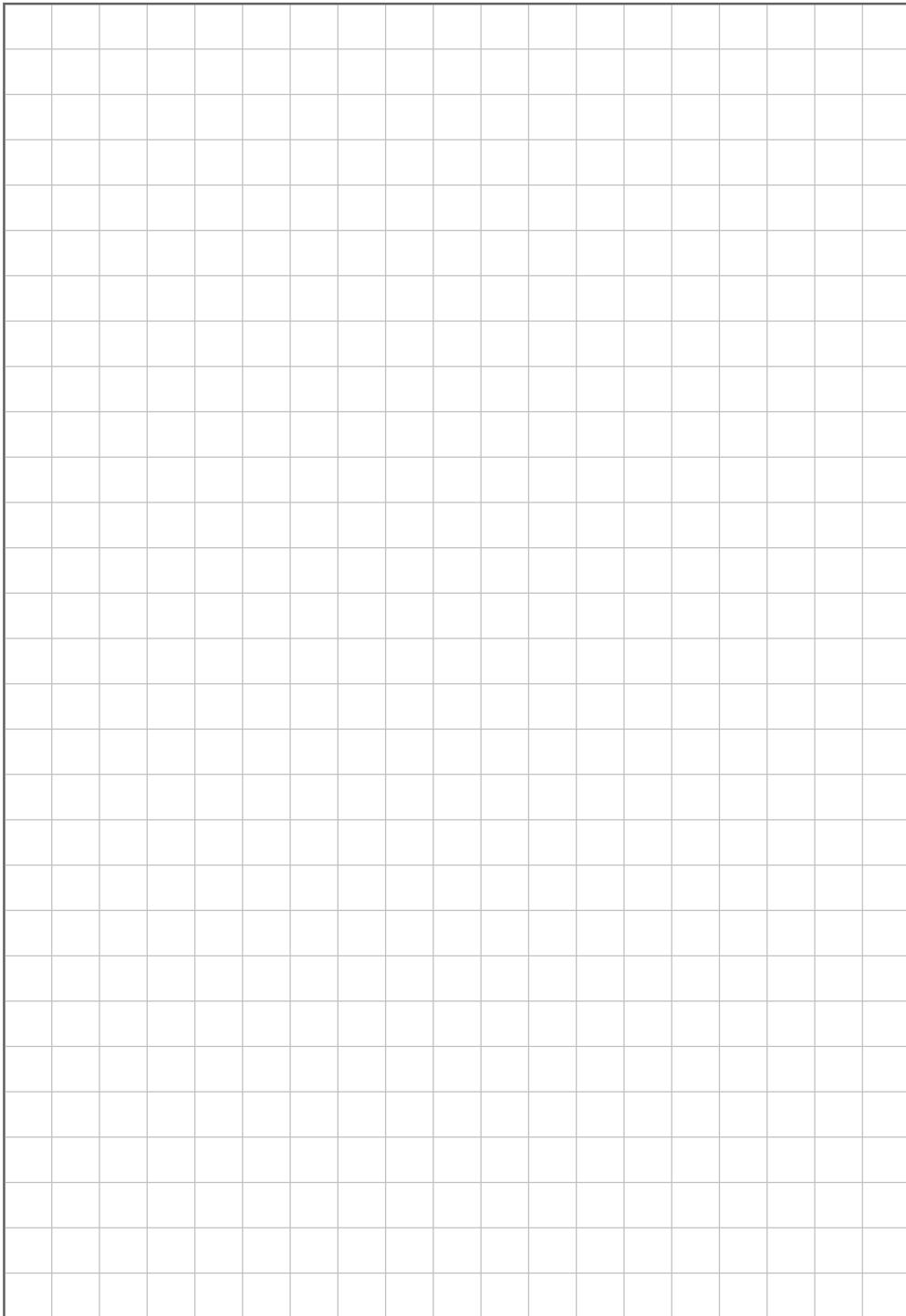
which is the heart of the system.

Here is where you write down tasks you need to finish for this project. Keep them macro-oriented; you can get more specific in the calendar section. Simply by writing down a task, you've entered it into the list of things to do. The two boxes to the right are labeled 'Doing' and

'Done'. Start work on the most important task in the list and put an 'x' in the 'Doing' box. This task will be broken down into smaller tasks in the calendar section, but once it's finished, put an 'x' in the box labeled 'Done'. X'ing off a task as being done is soooooo satisfying.

Part 3: The Calendar

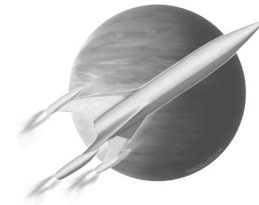
As I mentioned, the items in the To-Do list are macro-oriented. The Calendar section is for more precision. The first thing you'll notice is that the calendar is laid out from Monday to Sunday, rather than the common western layout of Sunday to Saturday. This is actually more efficient, allowing you to group your days by weekdays and weekends, and see Saturday and Sunday at a glance.

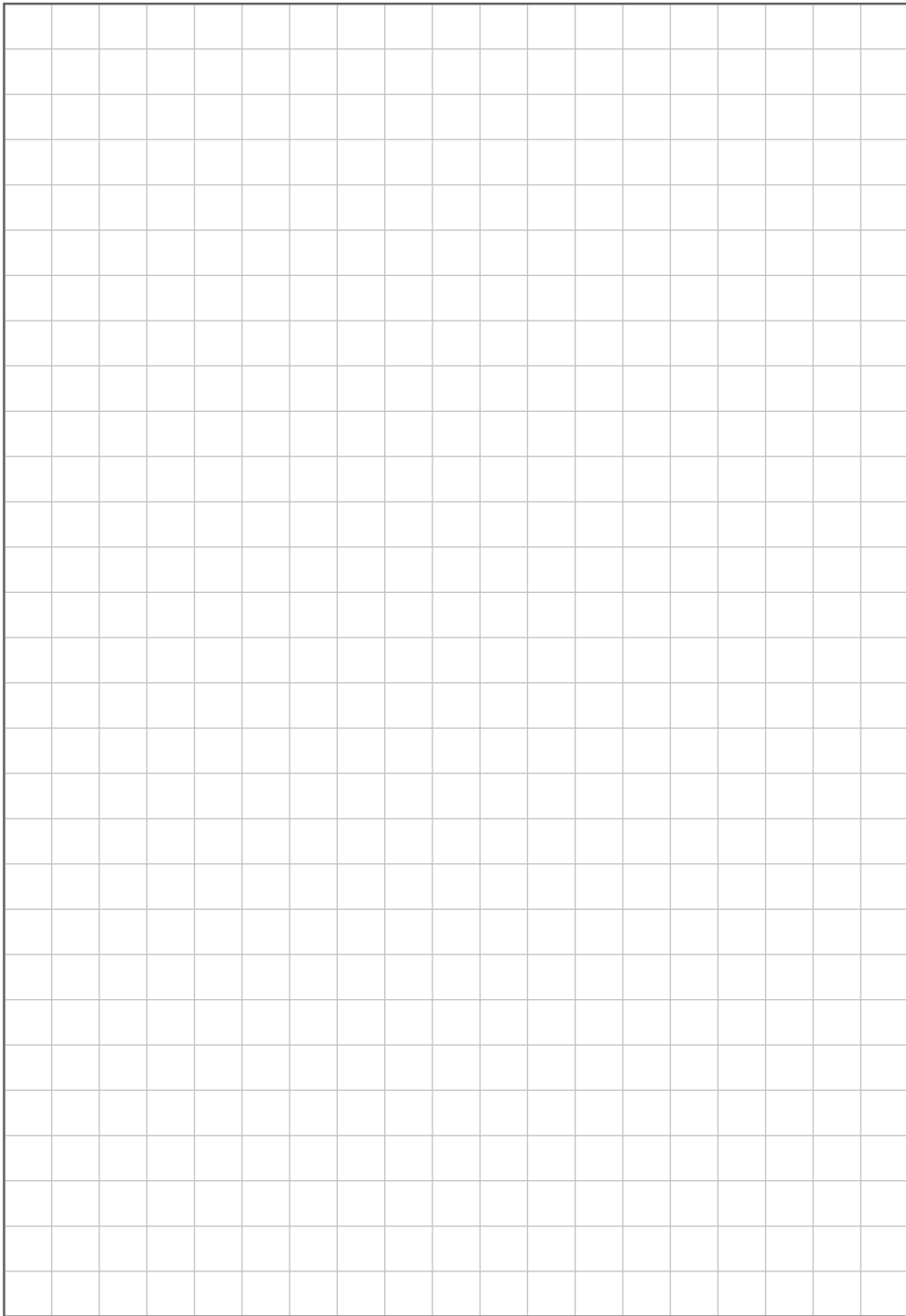


That's it, that's my system. It works well for me, but you may prefer a different method. There are many good ones, including some that I borrowed from to make mine. Feel free to modify the book for your process, or look online and check out the basics of some others, including:

- the aforementioned GTD System,
- The Bullet Journal,
- Building a Second Brain (more appropriate for phones and tablets),
- The Kanban System (this works really well with the app Trello),
- The Seinfeld System (seriously)

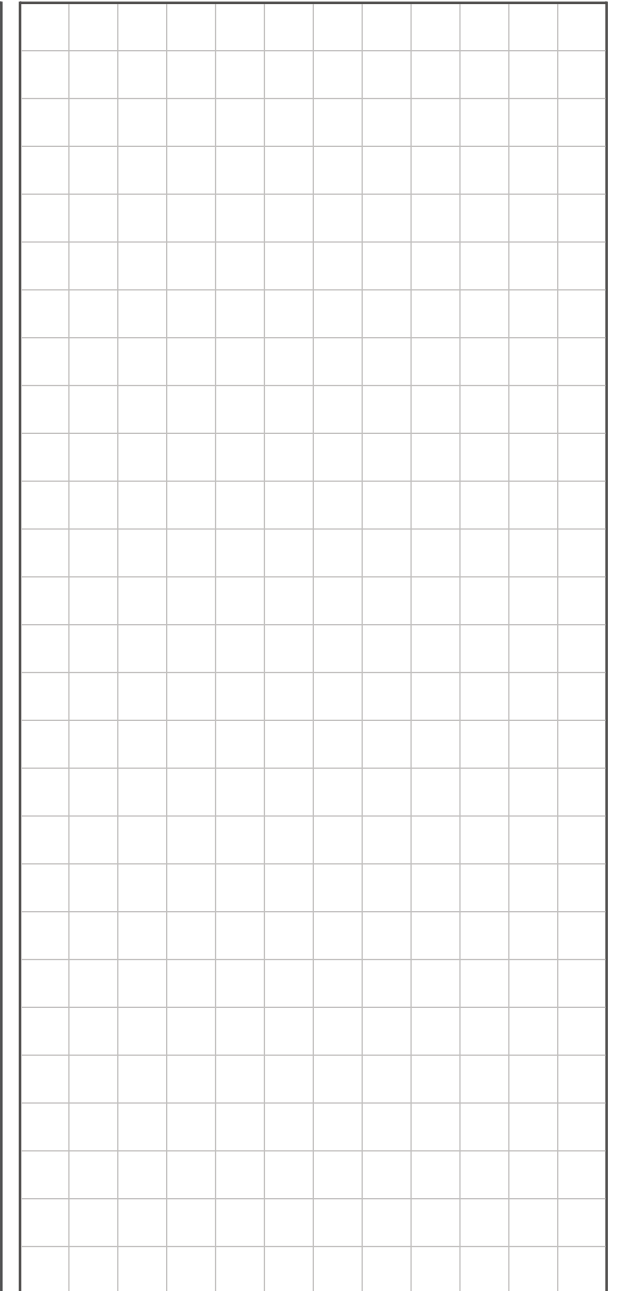
A friend of mine uses this book to track her exercise and weight-loss goals, and another person I know drew a special template on top of the graph paper to organize the details around her travel plans. Whatever you choose to do, I hope this planner helps you organize your life and become more efficient when working on your projects. Good luck!

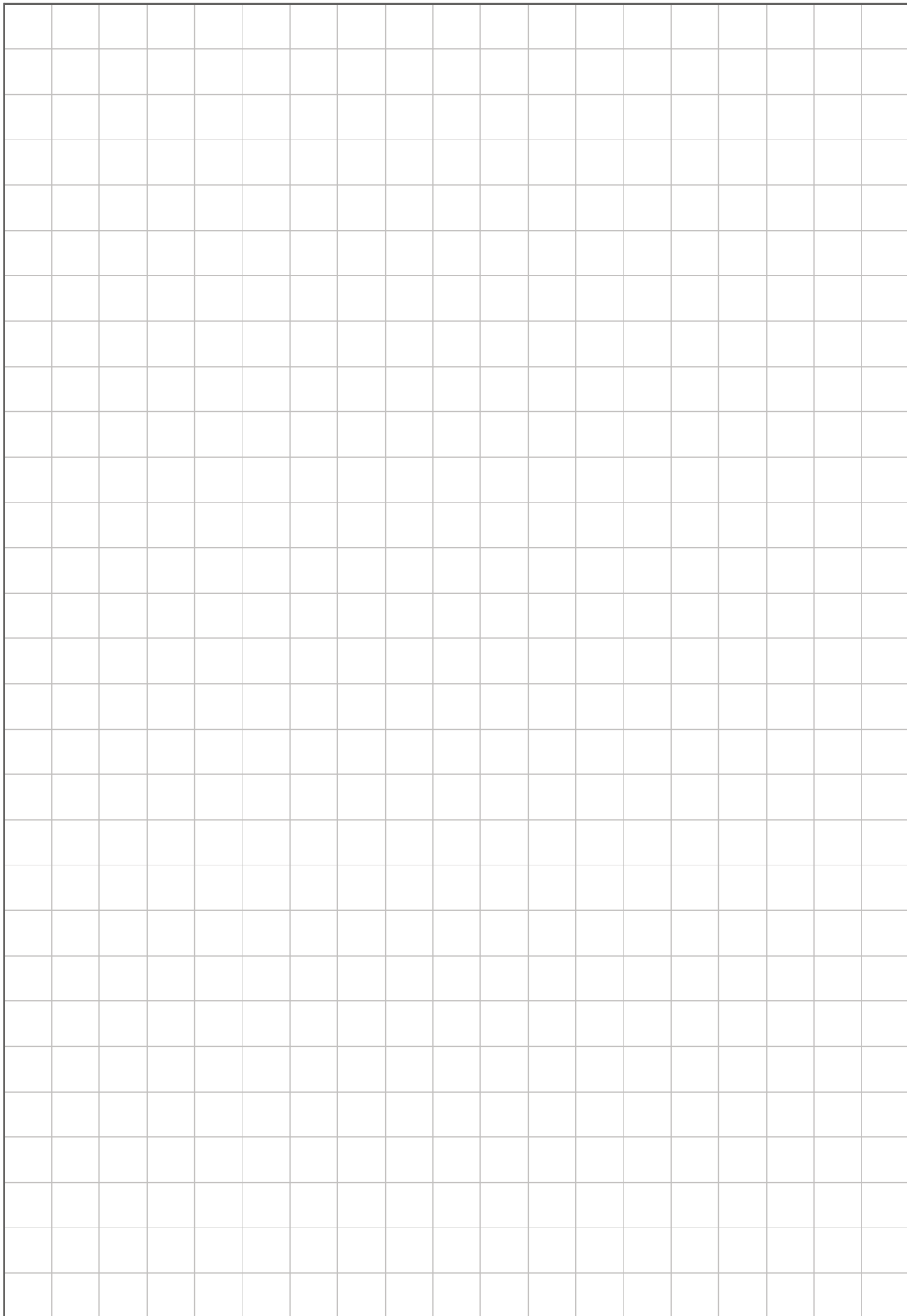




Avoid distractions; set specific times in the day to check your e-mail and social media accounts.

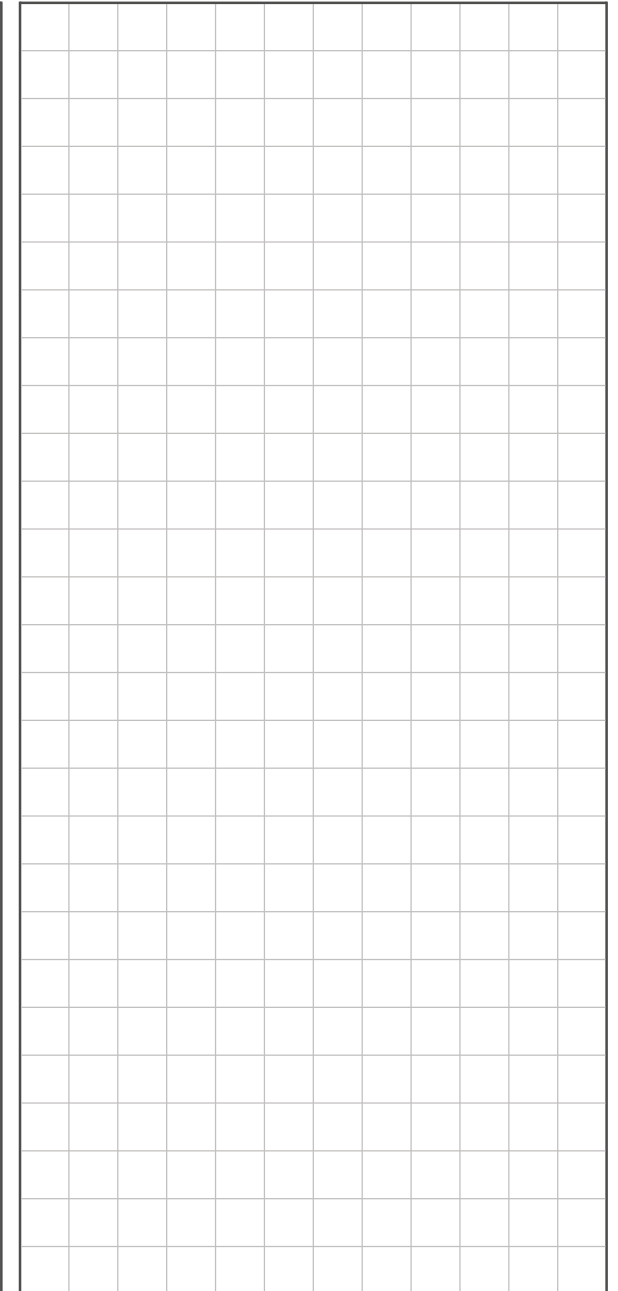
<i>Saturday</i>	<i>Sunday</i>
3	4
10	11
17	18
24	25
31	1
7	8

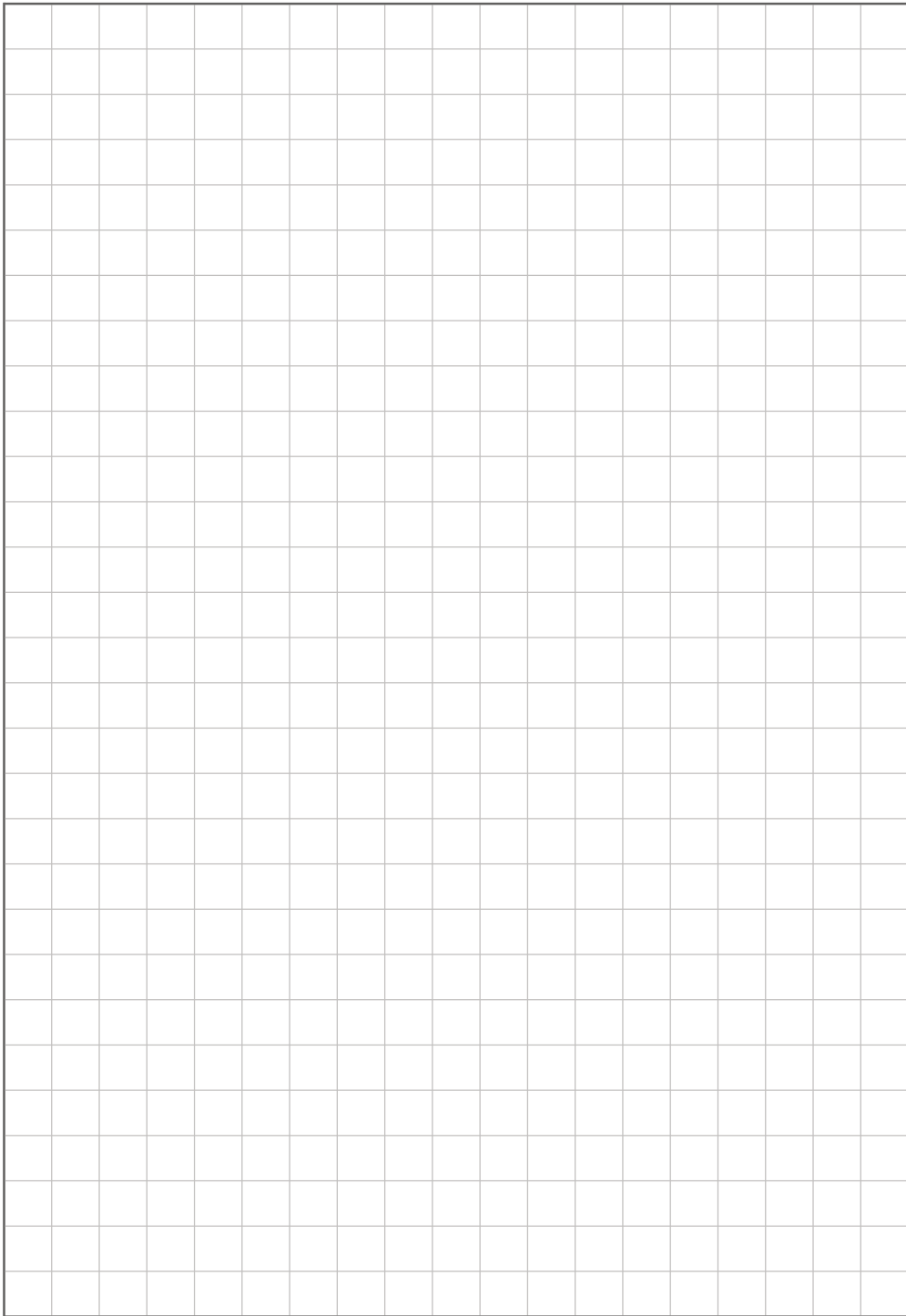




Learn to say 'no' to things that are not productive or divert you from your path.

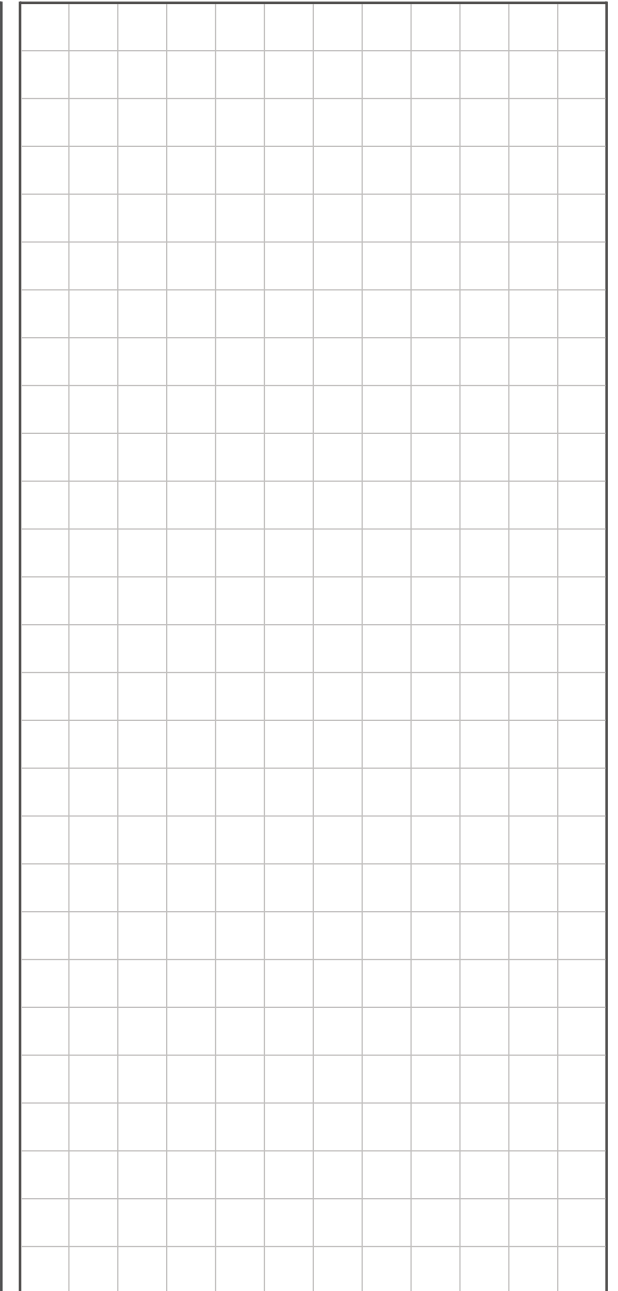
Saturday	Sunday
	<i>Black History Month</i>
31	1
7	8
<i>Valentine's Day</i>	
14	15
21	22
28	1
7	8



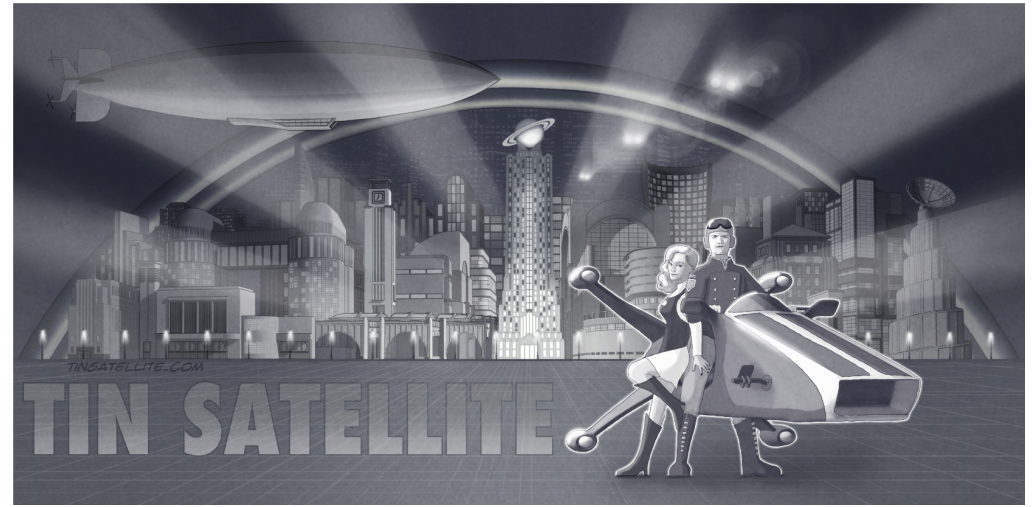


Get a multi-colored pen and use different colors to write down tasks and notes that involve specific projects or areas.

Saturday	Sunday
28	1
	<i>Start of Daylight Savings Time</i>
7	8
14	15
21	22
28	29
4	5



MERCH AND DESIGNS FROM THE RETRO-FUTURE!



Sign up for our Newsletter for a 10% Discount at

www.tinsatellite.com