

I am . . .

My name is _____

My secret alias is _____

My phone number is _____

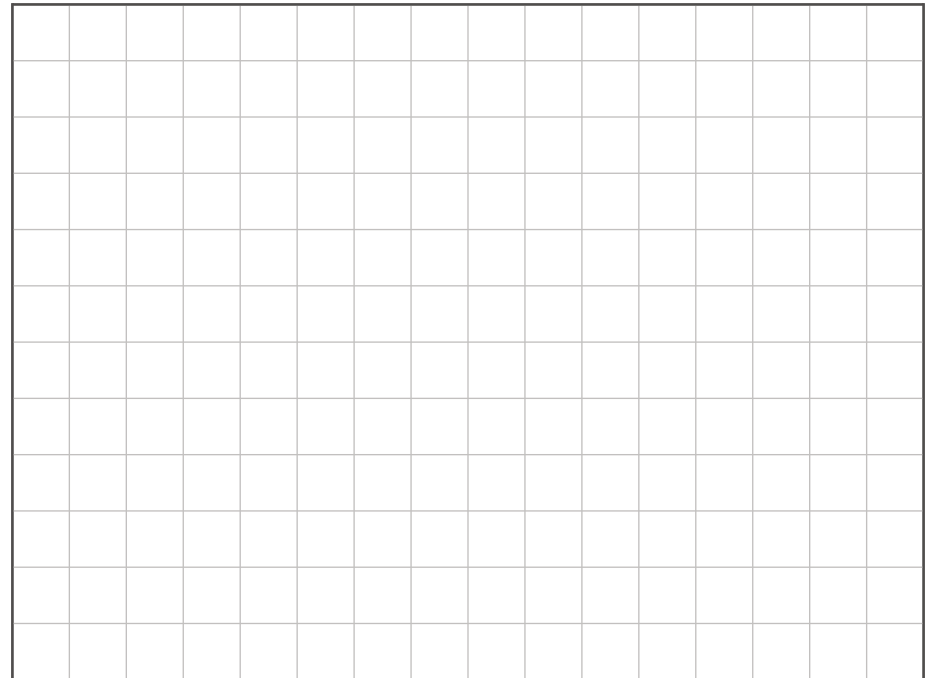
My e-mail is _____

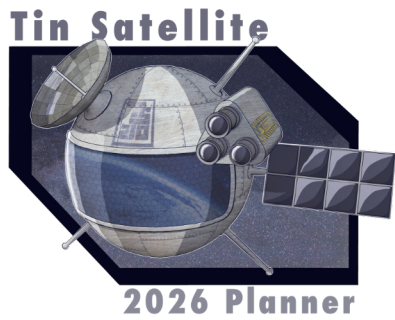
My Line ID is _____

My Instagram is _____

My address is _____

Other important information:



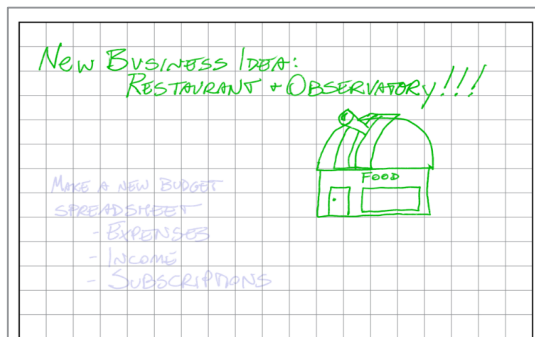


Hi! Thanks for using the Tin Satellite Calendar and Planner, I hope it works well for you. Whether you're using the digital version in note-taking apps such as GoodNotes or the physical version, the layout is roughly the same. I designed it to conform to your preferred way of working, but there are some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

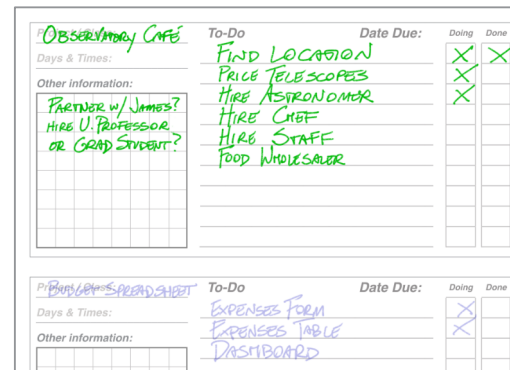


You may want to consider buying a multi-colored pen that you can buy in some stationery shops. I use four different colors to write things down in four areas of my life (green for art and drawing, red for writing, blue for personal stuff, and black for my day job).

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, 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.

I break down the items in my To-Do List into smaller tasks and enter these into the 'Task Box', the graph-lined box which can be found on the far right of each month's two-page layout (you can use this box for anything you want; this is simply what I use it for). For instance, one of the tasks in the To-Do list for this planner was to lay out the calendar section. In the Task Box, I broke that down into items like 'number the days in the month for February 2025', 'enter holidays', and 'add productivity tips to each page in the calendar'.

Friday	Saturday	Sunday	
BAKER ST - MT. CARTER - STARVIEW	- STARVIEW - MEET GREG ANDREA - SUBSCRIPTIONS STREET		- VISIT BAKER ST. VACANCY - VISIT MT. CARTER VACANCY - MEET W GREG ANDREA - GO TO STARVIEW LOOK AT - TELESCOPE W 500mm LENS - GRANT MODEL X100
4	5	6	
			- GET PRICE QUOTE FROM BAKERY
11	12	13	- SUBSCRIPTIONS STREET - DASH BOARD

After I've added all of the smaller tasks into my Task Box for the month, I pick three items from there every morning and write them into that day on the calendar. I do this every day, or at least every weekday: choose three things I want to finish that day. I cross them out with a highlighter in both the day and the Task Box as I complete each one. I use a highlighter to cross things out so I can see my completed tasks, which can be helpful.

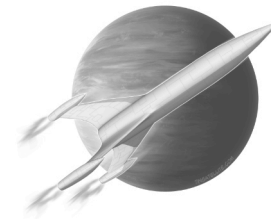
If I finish all three by the end of the day, I find that my mood at night is much more positive than days where I don't. For those other days, I take the items I didn't finish and write them down in the next day's box. Again, I color-code all of these tasks by what kind of task it is.

As with the daily review, at the end of the month I review the task box for that month and see what I finished and what's still left to do. Of those items, I determine if they're really still important and write the ones that are (important) into next month's task box. I'll also look back at the project section and see if there are any tasks I want to add to next month's tasks.

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!



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