

How I organize My Erin Condren Planners?

The modern lifestyle is hectic and busy. With some much to do in so little time, it's easy to get distracted! Time and again, everyone forgets something; it's human nature. But sometimes, this can prove to be a costly error.

Erin Condren Planner is a perfect solution for these problems. Whether you are an entrepreneur student, professional,, or businessman, it can help you move easily through the day.

IN THIS BLOG, I'LL BE EXPLAINING TO YOU HOW YOU CAN UTILIZE ERIN CONDREN PLANNER MOST EFFICIENTLY. Let's dive!

DIVIDE YOUR PLANNER

Erin Condren Planner can be organized as per the needs of the user. If you are a professional, you can divide your planner into these three sections.

For e.g.,

1. Today Section

In this section, pen-down all the events, meetings, and places you will be going to. This will help you keep track of the things that are of primary importance and won't miss any.

2. To do section

This section, note down all the important tasks that you want to accomplish. These tasks can include emailing a client, wrapping up the unfinished work, payment reminders, and other similar professional tasks.

Do keep in mind to sort out the priority of each task and list them accordingly.

3. Tomorrow section

Note down the tasks that you want to accomplish tomorrow, the tasks that you completed today, and any other optional reminders you want.

ORGANIZING SIDEBAR OF THE ERIN CONDREN PLANNER Sidebars are a perfect place to note the tasks that you want to complete in a shorter time-frame but don't have a deadline. You can complete these tasks in a week or in a month, doesn't matter.

You can note down things like what new marketing approach you are going to take, what new business domain you want to explore, how you will manage your cash flow, etc. There are multiple.

Although these tasks are not the top priority, you still don't want to miss out on them entirely. Putting them in the sidebar section keeps those tasks on your mind.

ORGANIZING THE BOTTOM SECTION OF THE ERIN CONDREN PLANNERThe planner's bottom section can be utilized to keep track of upcoming major events and your recurring expenses. Keeping an eye on expenses is vital as you do not want to spend blindly on your business.

Keeping a track with Erin Condren Planner helps you manage your expenses efficiently. I always prefer noting down every single buck spent.

COLOR CODINGThis process is a lot more efficient than it seems. I organize the whole planner in four different categories and allocate four different colors. This helps me understand where I will be allocating my time and energy in the next week and next month.

It's advisable to keep the number of categories below five to avoid any unnecessary confusion. Too much planning and thinking can waste your time and reduce your efficiency.

MONTHLY VIEWAlthough you have planned your every day, it's vital to have a monthly view. This can help you track any important family events, trips, outings, and any other similar event. You can also note down any business plans that you need to realize at the end of the month, any payments that are due from a more extended period, a much-awaited meeting, or a family get together. You can use Erin Condren stickers too for a better view. This way, you will not have to rush between your professional and professional life. You will be stress-free, efficient, and more productive.

WRAPPING UPPlanning is the most vital part of everyone's life. It doesn't matter if you are a student, working professional, or entrepreneur, without planning, the possibility of success reduces drastically. So it is crucial to have some sort of planning.

Although there are other planners available in the market, Erin Condren is the undisputed leader in the market.

I understand the tips I shared might not precisely fit your schedule, but you can surely take an overview and utilize it in the most efficient manner that suits you the best. There are multiple Erin Condren planner ideas that you can utilize for successful planning.

Contacts

Mack Mohan
8146043168

