As promised, I've compiled a little post about my love of planners and some tips (Now I'm sure someone out there is far better than me at this - I wouldn't say I'm great, just slightly obsessed with planners/planning!)

What I use

Personally, I love a good Paperchase diary or planner - but obviously there are lots of others out there. I just think they tend to have the cutest ones I've seen lately (plus with the handy charityworkerdiscount.com discount it's another bonus!)

The first thing you want to look at is what sort of planner you're looking for - straightforward diary or a more flexible life planner/tracker?

Personally I have a diary that I note main appointments and events in. This is my current one https://www.paperchase.com/.../a5-organise-me-academic... - I like that it has a week to view but also a notes page opposite that plus monthly plan/goals at the start of each month. I also like the A5 size as its big enough to read but small enough to put in my bag, etc.

For an actual planner I quite like this one I brought a while back. It's split into sections - 1 - a busy week where you can track daily activity, food, water and little successes and rewards. 2 - Trips and plans, including budget planners. 3. to-do lists - for all those things that don't fit anywhere else!

https://www.paperchase.com/.../so-much-to-do-week-to-view...

If you don't want it to be so rigid or you don't want to spend a ton of cash a subject notebook can work just as well so you can just use the tabs how you like and can also be as creative as you want. I've used one of these for the SHINE course - it's pretty useful as each section in the book is a different task/subject

https://www.paperchase.com/.../stationery/notebooks/subject

In regard to diaries/planners it's all personal choice in regard to style/size etc. Just think how you like to have stuff set out. My boss loves a day to a page diary as she writes quite complex notes in there. I prefer week to view so I can see the information quickly I then break it down in my planner and also in my outlook.

Also, here are some links to some nice/good stationary items to kick-start your planning 😄

Diaries - https://www.paperchase.com/en_gb/stationery/diaries

https://www.theworks.co.uk/c/stationery/diaries

Pens/highlighters, etc - https://www.paperchase.com/en_gb/stationery/pens/all

https://www.theworks.co.uk/c/stationery/pens-and-pencils

notebooks - https://www.paperchase.com/.../stationery/notebooks/subject

https://www.paperchase.com/en_gb/stationery/notebooks...
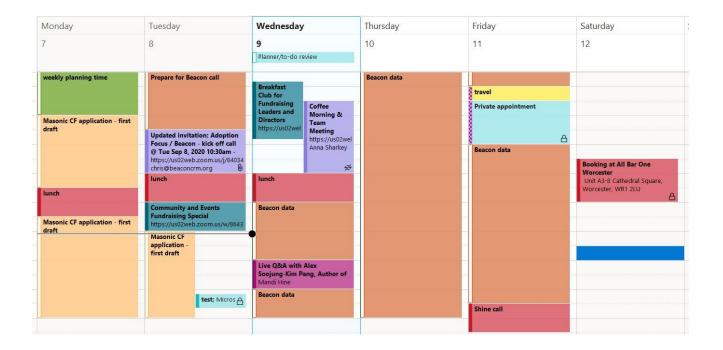
https://www.theworks.co.uk/c/stationery/notepads

RocketBooks – I've not personally tried these but I've heard really positive reviews! Rocketbook is a cloud-connected smart notebook, productivity, and app https://getrocketbook.co.uk/?rfsn=3324815.82a439&source=affiliate&campaign=3324815

Outlook/online diaries

Oh yes Outlook diary (or other online diaries) I've always loved having a very full/organised online diary but working remotely these last few months I think it's even more important. And by this I don't just mean adding in meetings, appointments, etc. I add in literally everything!

I won't generally have a free space in there, this isn't to say I'm always on the go. I add in even when I'm just at my desk doing admin or completing an application. It started because I like people to know that I am actually doing something! lol! But I find it helps me account for my time/what I've been doing when in supervisions, etc. It's also colour coded - so I've set up set colours for the main things I do - admin, applications, deadlines, training, meetings, etc. I've attached this week for a rough idea - this is a very quiet data driven week so sometimes it's better/worse than this...

Team collaboration and project management tools

Team collaboration software is on the rise. From communication to project management, technology offers an abundance of options. Here are a few of my faves right now

Trello – I really like Trello for really visual planning, there's something quite therapeutic about moving cards from "working on" to "complete"! https://trello.com/en-GB

Slack – I'm a bit newer to Slack and am currently using it for a project we've recently had funded – I love the more social aspect of it https://slack.com/intl/en-gb/

Miro online whiteboard – Again relatively new to this one but I used it recently for a user research knowledge board during a zoom meeting. It worked well! https://miro.com/index/