

BUYING GUIDE Time Management

Which Time Management Tools Are Right for You?

When choosing planners, appointment books and calendars, it's important to consider:

Format—Do you plan by the minute, the hour, the week or the month?

Size—Will you use your planner at your desk or travel with it?

Scheduling needs—Do you keep track of yourself or multiple people?

Personal style—Want to reflect your favorite causes? Want something professional or something with flair?



APPOINTMENT BOOKS



PLANNING SYSTEMS



DESK CALENDARS & PADS



WALL CALENDARS

Appointment books show a day, week, or month at a time to help keep busy schedules in order.

Best for: Administrators, detail-oriented perfectionists, and those who schedule their own appointments.

Group appointment books are geared toward offices with multiple schedules to track, such as medical and law practices.

Planners & organizers are often refillable and can include notepads, storage and telephone/address sections.

Best for: Multi-taskers, business travelers, salespeople.

Desk calendars & pads keep the day or month in sight, plus they offer space to jot down reminders or appointments and many feature soothing photography and inspirational quotes.

Best for: Managers, administrators, professionals.

Wall calendars show a month or more so multiple people can easily coordinate.

Best for: Long-term planning and big-picture thinkers.

Erasable planning boards are great for managers who track employee work and vacation schedules or project timelines and for educators who track student jobs and assignments.

Best for: Keeping track of project deadlines, production schedules, vacation or weekly schedules.

Academic calendars/planners are formatted for a 13- or 14-month academic year and many double as assignment books.

Best for: Educators, coaches and school administrators.

OTHER FEATURES:

Wire binding—allows your appointment book to lie flat.

Tabbed sections—easy access to the month or section you need.

Reference calendars—see the month or quarter with one glance.

Four-color photography—soothing visuals brighten your space and your day.

Telephone/address section—keeps important contact information handy.

Note-taking space—perfect for quick reminders and info.

Fashionable colors/designs—get a calendar or planner that reflects your style.

LOOK FOR THESE SYMBOLS:



PINK RIBBON ICON

A portion of the proceeds from these products goes toward breast cancer research.



RECYCLED ICON

Products made from some recycled materials.