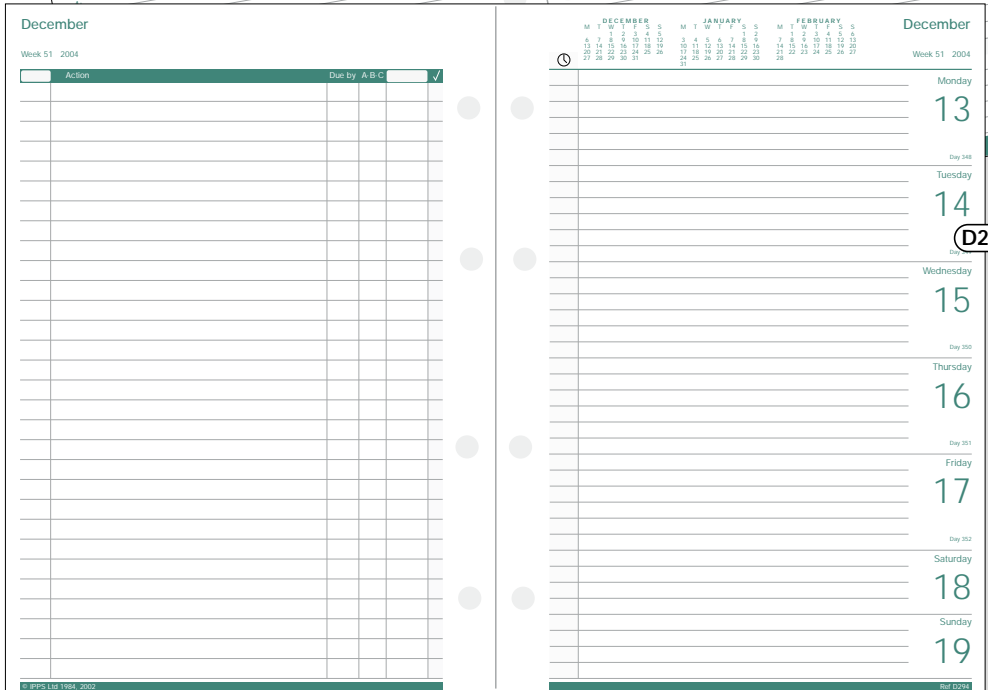


IPPS TIME MANAGEMENT SYSTEM
FORMS GUIDE

www.ipps.co.uk



email: sales@ipps.co.uk
tel: 0870 741 0505 fax: 0870 741 0506



D292 Week to View Appointments Diary

A column for each day with times down the side of each column.

D294 Week to View Planner Diary

Shows your schedule for the week on one side with your things to do on facing page. (Supplied in systems as standard)

Week to View Diary	D292
Week to View Diary	D294

For prices, special offers and full-size illustrations of each form go to www.ipps.co.uk

U258

Daily Log

Date: **3 Oct** Name / Project / Client: **Alan Brown**

Time	Work done	Client	Time	Billed
8	.45 Case Review	EXLON		
9				
10.30	Client meet			
11				
12				
1				
2				
3				
4				
5				
6				
7				

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U226

TODAY

Key tasks

Other Tasks

Contact

Reminders

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Where the time goes

Day: _____ Date: _____

(Complete the plan overnight first)

Work done	How Urgent?		How important?		Interruptions
	Yes	No	Yes	No	
8:					
9:					
10:					
11:					
12:					
1:					
2:					
3:					
4:					
5:					

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U254

U255

Action Today

Day: **Tues** Date: **3 Oct**

Key Today: **Send out invitations!!!**

Action A B C ✓

Kirby account

Press release

Prep for Edinburgh

Book car for service

Info on laptops

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Undated Planners

Action Today is a narrow-format form, designed to fit into the front of the Action section. It can also be used between the pages of the diary.

Daily Time Logs can be used to record time usage where it is being recharged to the client or a project.

Where the Time Goes is an analysis tool to help show you how you are using your time.

Today tabs are used in place of the normal placemark so that you can keep your to do list in your diary.

Action Today	(50)	U255
Daily Log	(50)	U258
Daily Time Analysis	(25)	U254
Today Tabs	(50)	U226

Week commencing: **16 March**

U215

Monday	John	Frank	Nadia
	Trade Ex.	Office	J B Design
Tuesday	Trade Ex.	Joint Dev meeting	Office
		Review	
Wednesday	Office	Trade Ex	check
Thursday	Liverpool	Office	Trade Ex
	Manchester - JRB		
Friday	On Leave	Site visit	Office
Saturday			
Sunday			

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folded form

Week commencing: **16 March**

U224

	AM	PM
Monday	-- Trade Ex. --	
Tuesday	-- Trade Ex. --	
Wednesday	Office (Car in for service)	Site visit 0181 998 6543
Thursday	Liverpool Smith Bros	Manchester - JRB Design
Friday	On Leave	
Saturday		
Sunday		

Form U224

Week commencing: **16 March** Schedule This Week

U253

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8	Swim		Swim		Swim		
9							
10	Staff Meeting			Induction Course			
11							
12							
1							
2							
3							
4			School run				
5							
6							
7		French class					
8							

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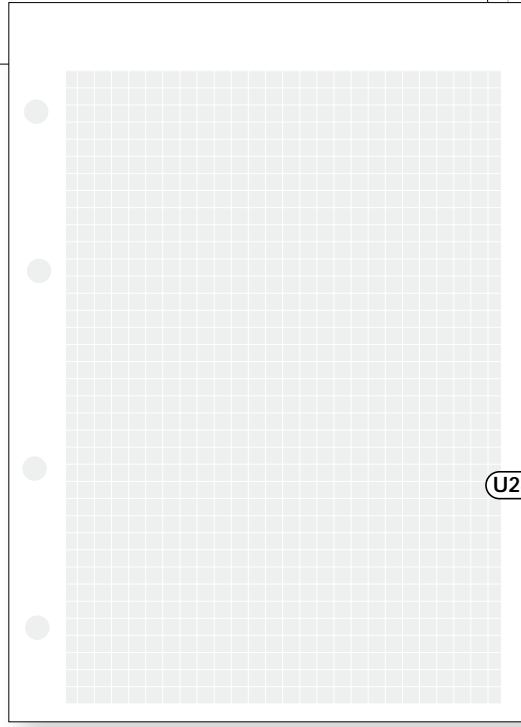
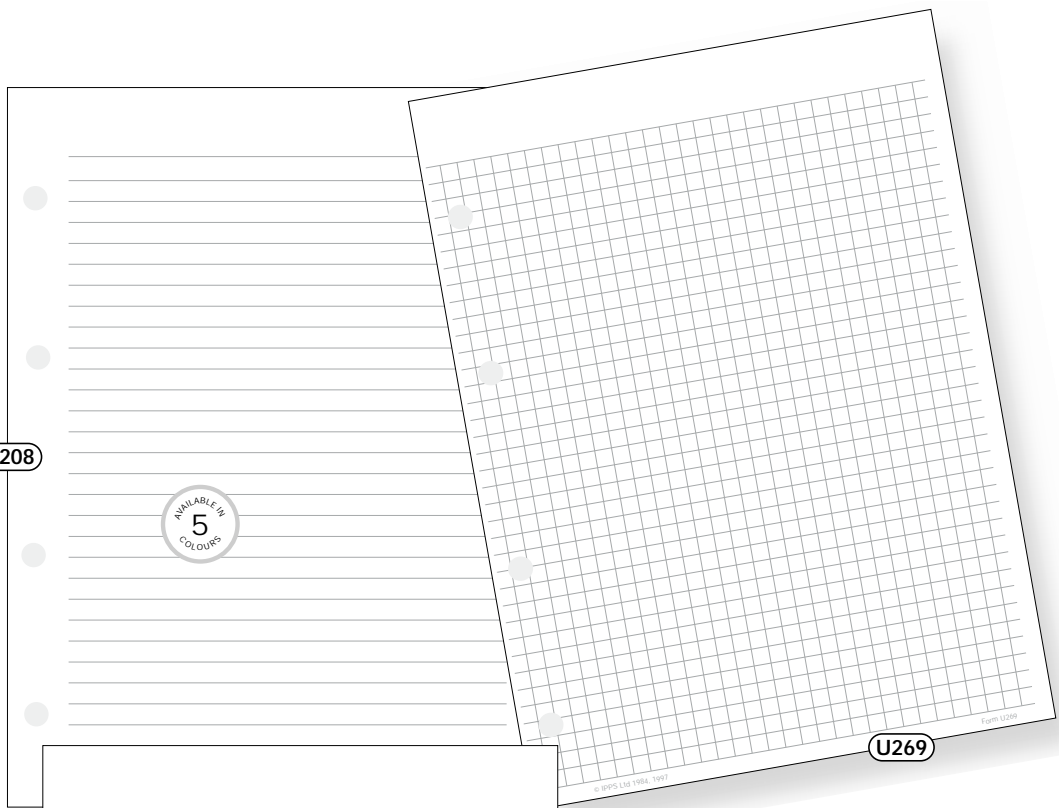
Undated Weekly Planners

The **Weekly Plan** form has three columns for summarising what's happening this week.

Weekly Overview is a folded format that can be used in your binder opposite your daily plan.

The **Weekly Schedule** acts as a road map for the week, letting you block out time for the bigger tasks.

Weekly Plans	(50)	U215
Weekly Overview	(50)	U224
Weekly Schedule	(50)	U253



Notes sheets

Three styles of notes sheets – plain rules (in five colours) quadrille squares or fine tint.

Plain rules sheets are also available as note pads. Each pad contains 100 leaves and are packed in sets of five.

Notes, White	(100)	U208
Notes, Blue	(100)	U2081
Notes, Pink	(100)	U2083
Notes, Yellow	(100)	U2085
Notes, Cream	(100)	U2086
Note Pads (5 x 100)		U227
Quadrille	(100)	U269
Fine Tint	(100)	U241
Plain Paper, White	(100)	U230
Plain Paper, Blue	(100)	U2301
Plain Paper, Pink	(100)	U2303
Plain Paper, Yellow	(100)	U2305
Plain Paper, Cream	(100)	U2306

U265

Key Results			
Key Area: 2 Campaigns & Promotions			
Key results in this area	del.	date	
1 Media advertising - press - trade mags - advertising effectiveness			
2 Spring Fair	BW	Feb	
3 Summer Specials			
4 Sales Conference	all	May	
5 Dealer Seminars - Wentworth - Marbella - Edinburgh	BW John me	4/6 20/6 3/7	
6 Radio campaign			

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U243

A1633

Key Areas	
Marketing Strategy	1
Campaigns & Promotions	2
New Product Development	3
New Technologies	4
Recruitment & Training	5
Special Projects	6
Domestic & Social	7
Personal	8

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Forms for the Overview section

The forms in this section are slightly narrower than standard in order to fit behind the 1-8 sub tabs.

The **Key Areas** index form allows you to identify your areas and allocate one of the tabs to each of them.

The **Key Results** form is used to list your results to be achieved in each area.

Task Breakdown gives you the space to breakdown key results into their tasks and add the detail.

Overview Dividers (8-part set)	A1633
Key Areas Index (25)	U243
Key Results (25)	U265
Task Breakdown (25)	U237
Narrow Notes Sheets (100)	U273

U237

Task Breakdown				
Name of project or task: 2/2 Spring Fair				
Description / Notes				
Launch of Series 5				
50m shell stand in Hall 4				
Dealer dinner first night				
Export customers invited to first day				
Activity	Delegate	Start by	Finish by	/
1 Stand design	SD & Co	5/1	30/1	
2 Brochure	John	NOW		
3 Travel & accomodation - collection and accom for export cust.	Iris	Jan		
4 Press release for launch	me		3/2	
5 Sample stock	BW	Jan		

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We supply all A5 stationery in five different hole formats.

Line up the holes in your present forms with this template to see which you need.

A Format is the standard format for IPPS and this is what we send to you unless you specify otherwise.

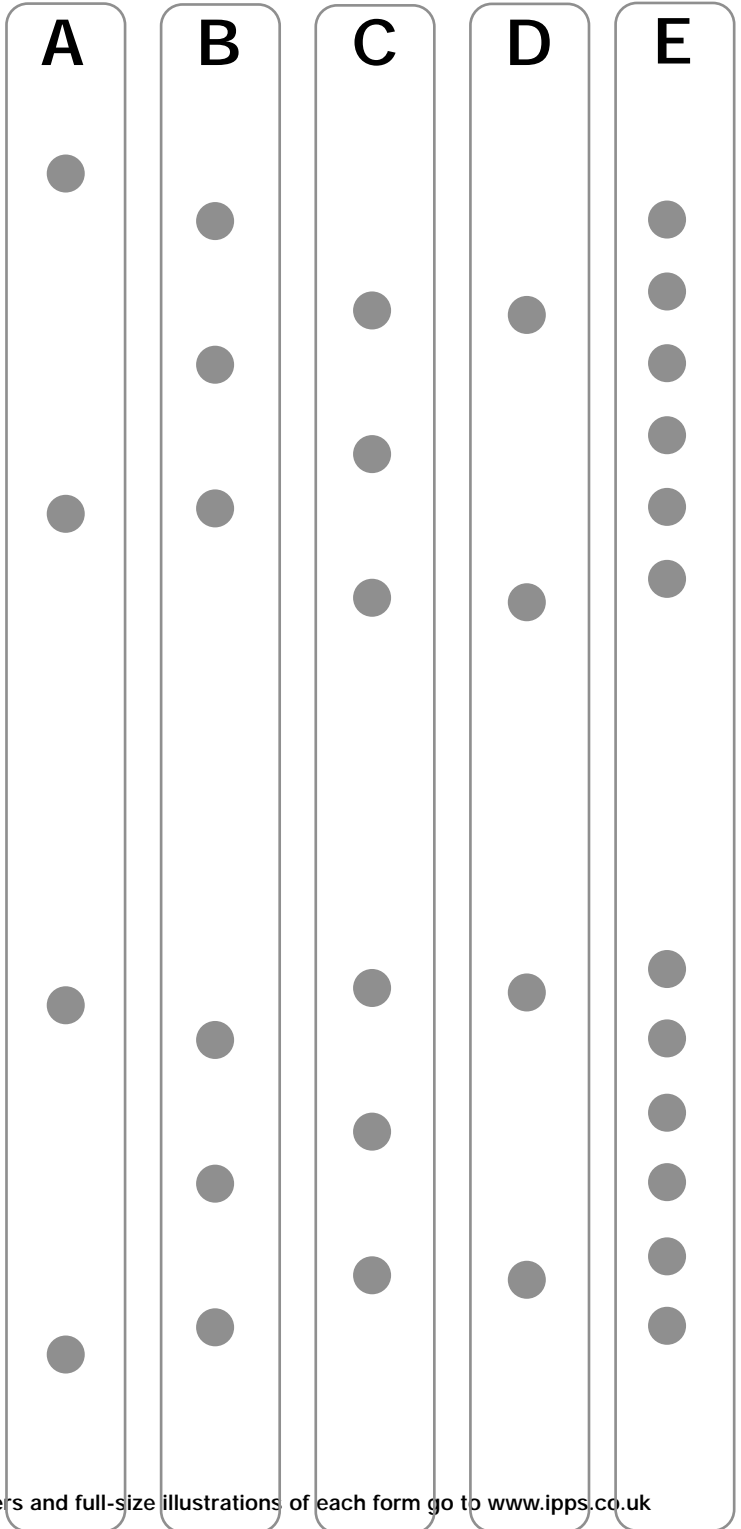
B Format, 6 holes, is a common international format, used by Time/System and Filofax in their A5 binders.

C Format, 6 holes, is not now widely used. Found in Microfile A5 binders.

D Format, 4 holes, is used by Time Manager International in their A5 binders.

E Format, 12 holes, is a combination of B & C formats and is only used where universal compatibility is needed.

More information on our web site.



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