

THE IPPS TIME MANAGEMENT SYSTEM



User Guide

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Welcome to time management

Welcome to the IPPS Time Management System. Before we start putting this system together let's be clear about what 'time management' is and what you might achieve through it.

Why do you want to manage your time?

This is usually the first question that we ask in the time management workshops that we run. Asking it helps to clarify expectations and to deal with ambiguities as to what managing time is in the real world. Broadly, the most common responses we get are:

'I would like to get more done'

'I would like to achieve more'

'I would like to spend more time working on my priorities rather than working on other people's'

'I need to be better organised'

'I would like to be able to spend more time doing things with my family and friends and for myself'

Let's look at these:

'I would like to get more done'

Getting more done, in itself, probably won't make much difference. If you found that you had an extra hour available each day would it necessarily change things very much? Spending more time doing the same things in the same way that you are doing them now probably won't make a difference. After a couple of weeks you may even stop noticing that you have the extra time.

'I would like to achieve more'

Achieving more is not the same as doing more. Achieving more means having more results to show for your time and therefore means spending more time on the things that matter. Being busy is not enough – you have to be busy doing the right thing. Achieving more is about working smarter and is the core of effective time management.

'I want to spend more time doing "my" things rather than "their" things'

Even if you know what you *should* be doing it does not follow that you will be able to find the time to do it. There are all those other more urgent things that you have to do first. Making time for the important things needs a proactive way of working that focuses on results and knows when to say No.

'I would like to be better organised'

Some of us seem to have a natural instinct for being organised, others have to work at it. Often what is missing is a proper structure for things – a structure for over-viewing what needs to be achieved, a process for managing priorities that tells you what you *have* to do today and what you *should* be doing today, along with a system for keeping things in places where you will find them again.

We are sometimes pleasantly surprised to see that just giving people the tools to help them organise brings about a real change in their behaviour.

'I would like to spend more time on other things beyond work'

Just as we have mentioned the balance between you and them, so there needs to be a balance between your work and the rest of your life. This also has to be managed.

So what is Time Management?

Good question! We know that it is *not* about finding ways to work longer or harder. But it *is* about achieving more.

In fact *Time Management* is not the best description of what we are actually talking about. We cannot manage time in the way that we would manage any other resource. We can't buy it, sell it, borrow it or store it. We have a fixed quantity of it every day which will slip away from us at a steady rate regardless of what we are doing with it.

All that we can do of course is make better use of the time that is available. Working effectively, achieving results, spending more time on the things that matter, whilst still being flexible and accessible.

This all means having a clear focus – both on what needs to be achieved in the future and what therefore has to be done today. It means being proactive, actively balancing other people's demands with your own needs.

And balancing the demands of work with life outside work.

But most of all it means knowing what matters and spending more time on the things that count.

Learning to get beyond just being busy and to be busy doing the right thing.



SEPARATING THE IMPORTANT FROM THE URGENT

One of the realities of life is that those things that are important are rarely urgent, and those that are urgent are rarely important.

Have a look at the matrix opposite and think about the things in your life that are waiting for your attention right now. Which things would fit into which squares?

IMPORTANT & URGENT

These are things that you *Must* do now. You don't have control of these things – they have control of *you*. You have no choice but to get on with them, doing as much as you can in the time you have left.

Some of these things may have sat on your desk for days (weeks?) whilst you got on with more urgent things – and now they have become more urgent than the urgent things!

URGENT, NOT IMPORTANT

These are the things that fill up your days, elbowing out more important things and leaving you wondering about where the day went.

This is the area of fire fighting and crisis management. All you can do is react, even at the expense of your own priorities. Urgent things tend to be more visible. They also tend to be more exciting than the important stuff on your desk! And they can't be ignored – many of them are essential. The risk is of course that they can completely fill the day until nothing else gets done.

IMPORTANT, NOT URGENT

These things matter. They deserve your attention. The skill is to do them whilst they are still in this box, but they migrate to the Urgent section and whilst you are still able to make choices about how and when you do them. This means recognising their importance and the risk they run of being displaced by more urgent things.

It means having a plan for them, and blocking time for them where necessary.

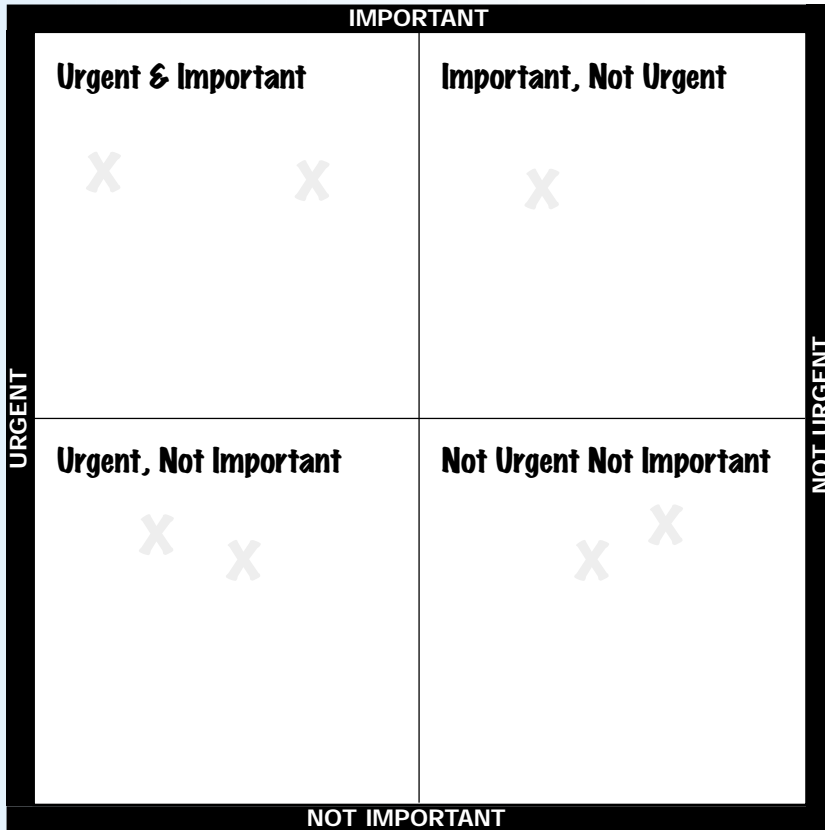
NOT URGENT, NOT IMPORTANT

You might think that this box should always be empty!

Yet most of us have things to do that we have promised to others (because we did not / could not say No), things that hark back to a previous job we had in the organisation and which we have never been able to hand on to someone else, or things that we LIKE!

And we all enjoy a light pleasant task as a form of guilt-free recreation between the more difficult jobs.

Any tasks in this quadrant need careful scrutiny. What are your real motives for doing it?



SEPARATING THE IMPORTANT FROM THE URGENT

Think about the things that are waiting for your attention right now and enter a cross in one of the boxes for each task, according to whether it is urgent, important, both or neither.

With luck, most of your important tasks will not yet have become urgent and you will still have some control.

If your life is full of urgent tasks to the point where they get in the way of the important ones you probably need to stand back and take a close look at your role – are you there to achieve things that matter or simply react to the needs of others?

Look carefully at anything in the bottom right (Not Urgent, Not Important) box and ask yourself why you are doing these things in the first place!

Introducing the IPPS System

Why Do I Need a Time Management System?

How can a time management system help you with what we have been discussing? There are several ways:

- It provides a structure to help you maintain an overview, which is essential if you are to maintain a focus on what matters
- It helps you break down the bigger tasks and projects into smaller, more do-able tasks that will fit more easily into your busy daily plan
- It simplifies linking future plans to today's priorities
- It lets you quickly work out before each day starts what *Must* be done today, what *Should* be done and what *Could* be done, if there is time.

In fact, just writing down what needs to be achieved and what comes first will itself raise consciousness that will tend to enhance your proactivity.



What's in the Box?

The contents of your package will vary according to what you specified at the time of ordering.

• **Binder:** All of the 'Professional' models take standard A5 paper. You can specify 4-ring or 6-ring mechanisms. The 4-hole format is the standard for IPPS, whereas the 6-hole format is compatible with Filofax® and other retail products.

• **Tabs:** There are four sets of tab separators. In addition the main ones (Overview, Action, Schedule etc.) there are a set of A-Z tabs behind the telephone symbol and a set of sub-dividers behind the Overview tab which are explained in the next section. Across the top of the binder the numbered tabs sub-divide the Information Database.

• **Stationery Box:** Most systems are ordered complete with a stationery box, containing hundreds of forms that will give you flexibility in how you set up the system for your needs and keep you well supplied for many months initially.

The *Forms Guide* inserted in the front of the box illustrates all of the forms, with examples of their use and details of where they go. If you specified a system without the box then all of the stationery you need to get started is already in the binder. Stationery can be re-ordered either as boxed sets or as individual packs. See the catalogue or the IPPS web site (www.ipps.co.uk) for details.



Ten tabs give you direct access
to the contents of your information database



The System in Brief

Overview: Your goals and plans broken down and sorted into a set of key areas

Action: Summarise what needs to be done and decide what needs to be done soon

Schedule: Integrate your priorities with your diary, balancing the need to be flexible with the need to get things done.

Contacts Database: Keeps track of things you need to discuss, to delegate and follow up

Information Database: Your key information, filed behind tabs across the top of the binder

Directory: Addresses and phone numbers filed behind a set of A-Z tabs

- **Accessories:** Within the binder you will find a pen, a clear pocket mounted on the rings for storing your season ticket, receipts or that photograph of someone special, and a holder for credit cards or business cards. There are a range of other accessories, such as hole punches, paper for your laser or ink jet printers, pens and more in our catalogue or on our web site.
- **User Guides:** There are two guides included with each system. In addition to this guide there is also a *Getting Started* guide to get you off to a swift start. In addition, there is the Time Management Workbook shown below to give you a broader insight into all aspects of better time management.



How Does it Work?

Although the system has lots of useful features for managing your diary, keeping track of names and addresses, making notes and the rest, the core element is a three-stage process for focusing on results and managing priorities.

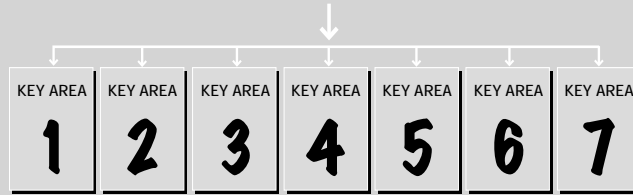
It acts like a funnel. You pour the things you want to achieve into the top and out of the bottom come today's priorities.

The first stage of the process is the Overview (see the illustration opposite). Here you break down your job, and life outside the job, into a set of Key Areas. In each Area you will identify your specific key results and break them down into tasks.

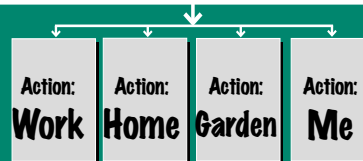
The next stage is the Action section. Here, you will decide what needs to be done – and what needs to be done soon.

The final stage is to merge your priorities for today with your diary, balancing your tasks and appointments with the other calls on your time and letting you focus on the things that you *Must* do today, the things that you *Should* do and the things that you *Could* do, if there is time.

OVERVIEW



ACTION



SCHEDULE

A diagram of the Schedule section, which is a blue inverted triangle. At the top, a white arrow points down to a white rectangular box containing the text 'Daily Plan' in large, bold, black letters.

Must Do
Should Do
Could Do

THREE STEPS TOWARDS DOING THE RIGHT THING

- 1 The goals and results that you want to achieve are added to the Overview section of the binder, where they are sorted into Key Areas and, if necessary, broken down into key tasks.
- 2 You decide what needs to be done and what needs to be done soon. These actions can be separated out onto lists for work, home, family and the rest of your life.
- 3 Before each day begins you sort out what Must be done today, what Should be done and what Could be done, if there is time.



Building an Overview

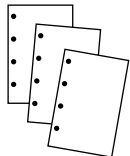
Forms to use in this section:

Key Areas Index (U243)

Key Results (U265)

Task Breakdown (U237)

Narrow Notes (U273)



Standing Back

The first step in the setting up process doesn't need the system.

Start with a personal brainstorming session to create the raw information you need to build the structure and headings for your key areas and priorities. The tools you need are one or two sheets of A4 paper and 10 uninterrupted minutes.

The brief is simple. Think about everything in your life that you regard as important and everything that you want to accomplish and write it all down. Don't create any kind of structure. Just write down everything that comes into your head.

Have a look at the panel opposite for inspiration.

Start with the things that you need to achieve at work – your goals, the projects you are working on, the commitments you have made to your customers, your boss and your team.

Add to that the things that you want to achieve for your family and for yourself and your future. Include those things that you hope to achieve during the coming weeks and months, but also include those things which are still further out into the future.

Write everything down as it occurs to you, in no particular order. Go for quantity. You want to include as much as possible over as wide an area as possible. It can be refined later when we reach the next step.

It may be that you already have some of this material to hand, for example as part of your organisation's appraisal process or goal-setting processes. You will probably find that the structure of this system integrates well with any formal systems that you already use.

Hopefully after 10 minutes you will have the makings of an overview – something that will let you stand back for a broad view of where you are and where you are going.

From here, we are going to create some structure and build our funnel that will let you filter your priorities into your daily plan.

Some questions to ask yourself:

Why am I here?

What am I employed to achieve?
Where are the Brownie Points?
What will people judge me by?

What is important?

What matters most?
What do I value?

Who are my customers?

Who do I deliver the results of my time and effort to?
What do they expect from me?

What roles do I play?

Manager, leader, team member, teacher?
Spouse, parent, member of the golf / football / wine club?

What are the key results of these roles?

What needs to be achieved?
What is my purpose?
What comes first?

Sorting Results into Areas

To add some order to the work you have just done you will sort these results into categories. We will call these categories Key Areas and they will become an important element in the design of the system.

Key Areas are a way to maintain a focus on what is important and a way to help you to separate the important from the merely urgent. They are a container for the key results you have just compiled and by grouping them together they should help to highlight those parts of your job that need your time most.

The system has room for eight areas. More than that would be hard to manage day to day. The first three or four areas should be used for those parts of your job that matter most, focusing They should focus on your key roles in the organisation.

At least one of your work-related Areas should have a strategic focus, looking beyond the work you are doing now to your vision of the future.

This is an Area that will encourage you to stand back from time to time to check that you are still going in the right direction and that what was important yesterday remains to be important today.

Don't confuse this however with the need to have a place to store ideas. Ideas may develop to become part of your future results, but until they do you should keep them in your binder's Database section, described later.

We would then recommend that you create a Key Area for your own personal development and at least one for life outside work.

Because every key result that you create needs to have a home under one of these headings you will also need an all-embracing Key Area that picks up the things that don't fit into the other areas. You may decide to call it Special Projects, since by definition the things in here are outside the mainstream of your work.

Setting Up

To set up your Key Areas look behind the Overview tab in the binder where there are eight numbered dividers, behind each of which there is a Key Results form (form U265). There are spare forms in the stationery box behind the results tab.

Enter the name of each of your Key Areas on the index form and then again on the top of each Key Results form.

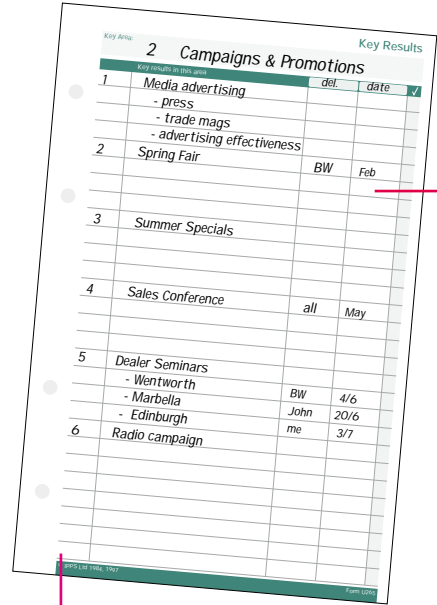
Going back to your original notes, decide which Key Area each item belongs and enter them into that Area, giving each one a brief description as shown in the example opposite.

The Key Areas you create for your work make a very good snapshot of how you see your role and what you see as important. You may find that it is well worthwhile sharing these with your boss and your key 'customers' and checking to see if their perception of your role and results is consistent with yours.





List your Key Areas on the index page.
 Don't worry if you think that you might want to change them later. There are spare copies of the form in the stationery box



Two extra columns let you add extra information for your own needs.

Insert a Key Results form behind each Key Area tab.
 Write the name of the Key Area on the top of each form and list the results you want to achieve in each area.

Breaking down Results into Tasks

Most of the key results that you list in the Overview section are likely to be projects, which will need to be broken down into tasks before you can start planning them into your schedule.

This process is sometimes referred to as *Slicing the Salami* – as many Americans will be able to tell you, the way to eat a salami is to first cut it into thin slices and then eat it one slice at a time. The thinner the slices, the easier it is to eat.

The same applies here. Breaking down the tasks makes it easier to see what comes next and how long each step might take. Working backwards from the last step to the first, it also helps you to see how soon a project must be started in order to be completed within the overall deadline.

Setting up

Use the Task Breakdown form shown opposite (form U237) and insert them behind the Key Results form in each numbered section of the Overview. Number your Key Results forms and then number each Task form as shown in the example to help keep things in order.

Add dates for starting and finishing each major task, working backwards from the final completion date. You may be surprised how soon you have to make a start on the first step!

In Summary

By now you have thought about what is really important, listed your key results, sorted them into areas and entered them into your time management binder. You therefore have a good idea about what you want to achieve, it is time to start planning some action. Read on.

(2) 'Campaigns & Promotions' is the 2nd key area.

(2/2) 'Spring Fair' is the 2nd key result in this 2nd area.

Key Results										
1	2	3	4	5	6	7	8	9	10	
Key Area: 2 Campaigns & Promotions										
Key results in this area										
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	BW	4/6							
	- Marbella	John	20/6							
	- Edinburgh	me	3/7							
6	Radio campaign									

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	Iris	Jan	
- collection and accom for export cust.			
4 Press release for launch	me		3/2
5 Sample stock	BW	Jan	

Sales Conference

- check venue
- write script
- New sales records set
- new products
- this year's campaigns
- Sales achievement awards

Break your projects down into individual activities on the Task Breakdown form and insert it behind the Key Results list.

Use the ruled notes sheets for adding extra detail.

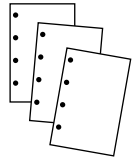
Time for Action

Forms to use in this section:

Action (U238)

Action This Week (U244)

Action Today (U255)



It is time to translate results into action. The second tabbed section of the binder is the Action section and this is where you sort out what needs to be done soon and what comes first.

The word 'soon' is flexible here. You might try working one month ahead. That is to say, at the beginning of each month you would add a new Action form (form U238) to your binder and after reviewing your Overview you would list the key tasks that you hope to complete within that month.

Other jobs that came along during the month would then be added to this list and fitted in around your key tasks.

Having one place to keep all of your tasks may help you to clear your mind of those things that are not of immediate concern, so that you can maintain your focus more easily on today's priorities. They are out of sight but not overlooked.

Try working with more than one Action sheet each month, keeping different kinds of actions on separate sheets. For example, it would probably make sense to keep separate lists for actions at work and actions outside of work. It may also be a good idea to keep a list of personal actions (such as weight control, fitness, self development) separate from your domestic and family actions.

Some actions will naturally group themselves together because they will all be done together in the same place and at the same time (such as gardening, DIY and shop-

ping) and these could each have their own list.

You may also want to keep your recurring actions (ie. those that need to be done every week or every month) together on a separate list.

Important tasks should have a deadline in the Due By column. The others will be fitted in as time permits.

Fitting it all together

Forms to use in this section:

Daily Plans (D290)

Monthly Plans (D293)

Annual Plans (D240)

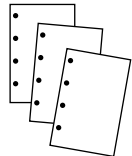
Week to View Diary (D292)

Week to View Diary (D294)

Weekly Overview (D224)

Action Today (U255)

Today Tabs (U226)



The third section of the binder is labelled Schedule and is where the actions that you have planned come together with your diary entries for appointments, meetings, visits and all your other scheduled activity.

There is more than one way to set up this section. Which format you choose will depend on which sort of view (daily, weekly, monthly) suits you best, and this in turn will probably be decided by how many appointments you make each day and whether your work is driven primarily by tasks or appointments.

Using Daily Plans

The easiest way to bring everything together and map out each day is through the use of daily plans. These have space to accommodate your appointments and tasks side by side, with room to block out time for the important things.

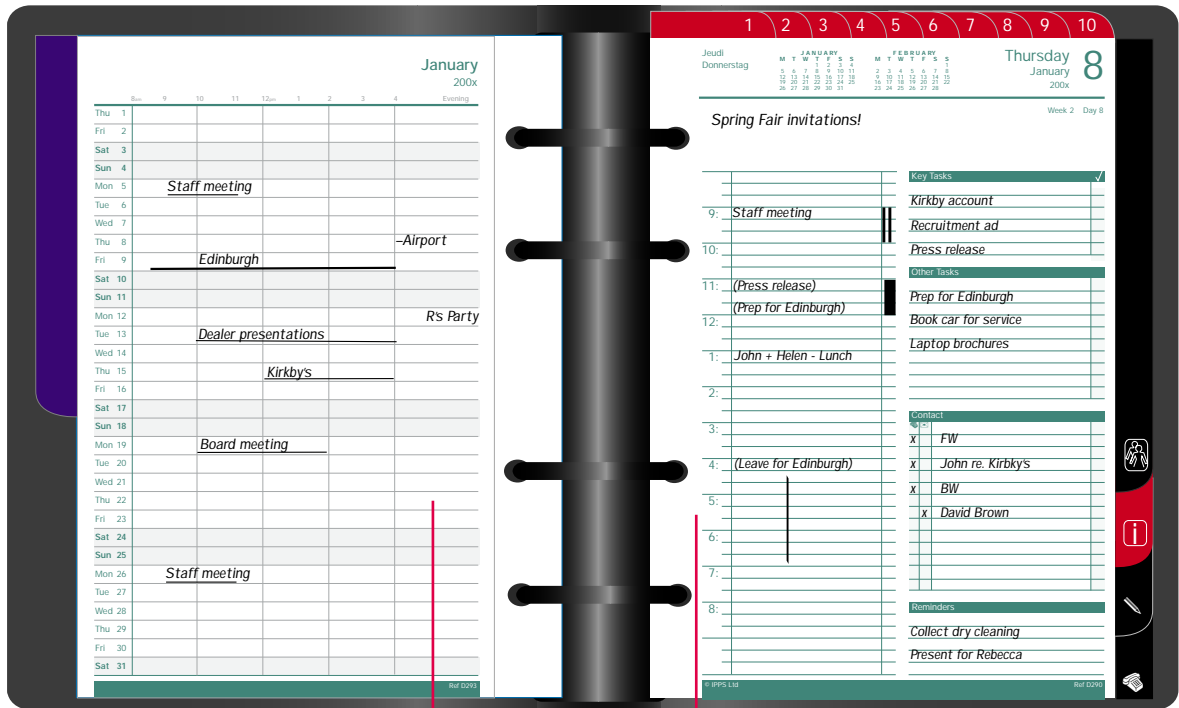
Combine your view of the day with an overview of your schedule for the month – one of the most popular choices is to use Daily Plans (D290) in conjunction with Monthly Plans (D293). The illustration shows how these are set up side by side.

As an alternative you can combine a view of the day with a view of the week using weekly planners (form U224).

Daily plans are packed as four quarterly sections. You may find it convenient to insert one quarter at a time in your binder to minimise the bulk.



Folded Weekly Plans can be used in place of the monthly plans shown opposite.



Daily Plans (D290) sitting alongside Monthly Plans (D293) are a popular combination that gives you space for plenty of detail each day with an overview of the whole of the month in a single view.

Weekly Plans

If you need to constantly see the whole week at a time then you will probably prefer a diary giving a week to a view.

Two formats are available. The Planner Format diary (D294) has a traditional week to view diary sitting opposite your list of things to do for the week. This is an excellent way of bringing the two things together where you have both appointments and things to do in roughly equal measure.

If you need more space for appointments then use the Appointments Format diary (D292) which gives you a column for each day with times shown down the side of each column. See the illustrations on the opposite page.

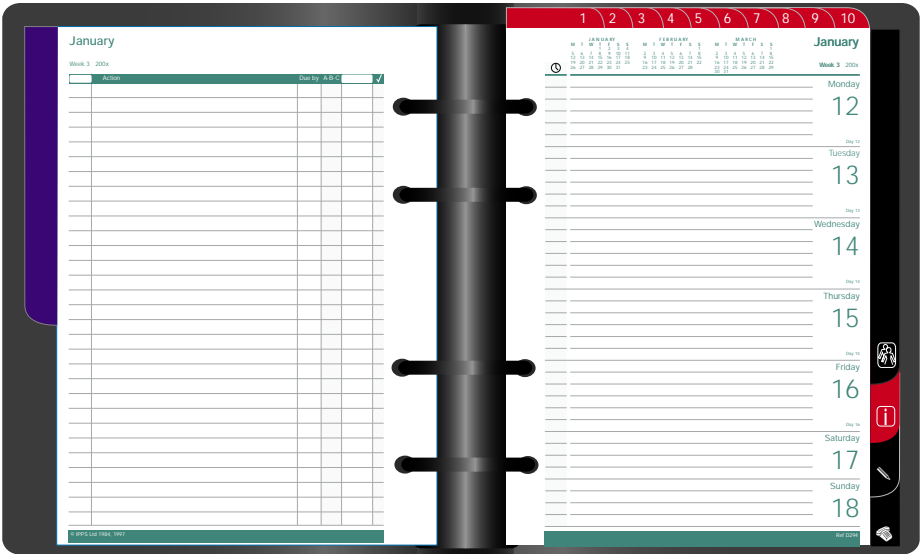
With this format you have two options for maintaining your daily to do list. You can either use the Action Today form inserted in the front of the Action section, or you can use Today Tabs, which act as placemarks whilst giving you somewhere to write your to do today list.

Pocket Systems

If you decide that the A5 binder is too big to carry with you everywhere you may find it convenient to keep your diary separate from the main binder, so that if you are away from your desk you can still have your diary (and probably your phone numbers and somewhere to make a note) with you.

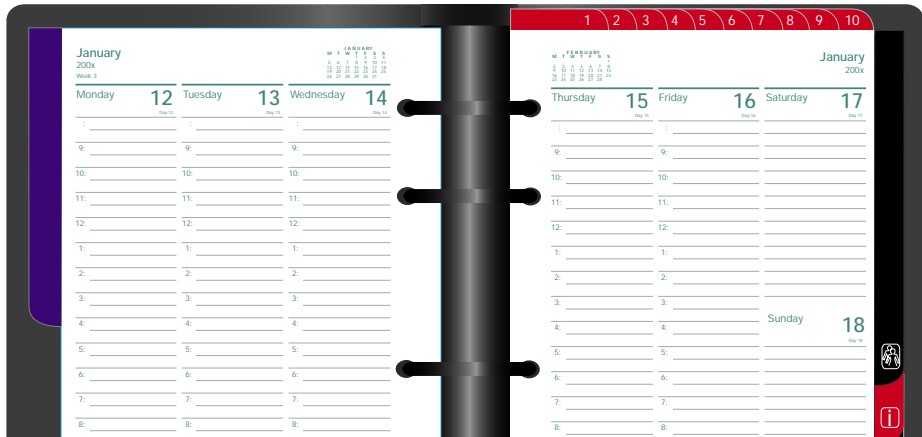
We have a range of pocket size binders that compliment the A5 binders and give you the essentials in a small package that can be carried anywhere. See the IPPS catalogue or web site for more details.





Diary D294
Planner Format

Your schedule for the week on the right and your list of things to do this week on the left.



Diary D292
Appointments Format

The format of choice when you have several diary entries each day

Planning your day

Whichever format you decide to use you should get into the habit of making a plan for each day – and do it before the day begins. The end of the previous day is an ideal time to be standing back and taking a look at what you *Must* do tomorrow, what you *Should* Do and what you *Could* Do, if there is time.

Must Do today

These are the urgent things. As we saw on page five, some of them will be both urgent and important, others will be merely urgent. These are things that you will have little choice about. They have to be done and they probably won't wait.

Should Do today

These are the important things. These are the things that you have chosen to do. These things achieve results and are probably a very good use of your time. But they are not urgent and will only get done if you deliberately plan to do them and make some time for them on your daily plan.

Could Do today

These are the things that you will fit into your day if time allows. Knowing what you *could* do, but not committing yourself to doing it, keeps you flexible and avoids the problems that occur when you over-plan your day.

These things will not appear on your daily plan, so if they don't get done today there will be no need to rewrite on your plan again tomorrow. Instead they can stay on your

Action list (perhaps marked with a highlighter as a reminder that they should be done soon). Many of the ad-hoc requests that you get from customers and people that you work with will end up in this category – smaller tasks that you will fit in around the important tasks.

Blocking time for the important things

Whilst you are sorting out the Must Do's from the Should Do's for the day ahead try and block some time out in your schedule for the bigger tasks. These need concentration, which will be harder to achieve if you are constantly interrupted. Block out some time for yourself to work on these, perhaps moving away from your desk for a little while so that you will not be disturbed.

The feedback we receive strongly indicates that the earliest part of the day is best for these bigger and more difficult tasks. You will normally find that you can concentrate better at the start of the day and there are fewer interruptions at this time.

Managing Your Day: A Checklist

Write a plan for every day

Keep it brief. Identify what you Must Do, what you Should Do and what you Could Do, if there is time.

Keep it flexible – you can't control events.

Block time for the important tasks

Make time to achieve results.

Give priority to YOUR priorities.

Do important work first

Early is the best time to concentrate.

Don't procrastinate. Stick with it until it is done – and then reward yourself!

Manage your interruptions

Try and establish good times and bad times for people to interrupt you.

Use signs to indicate when you are busy.

Keeping Contact

Behind the tab with the people symbol is your contacts database. This is a place for storing notes of things to discuss for each of your regular contacts. It is also useful for keeping track of things that you have delegated and things that need to be followed up.

Keep a page here for each of your staff, your key customers, your boss and main suppliers. Make a note of things that you need to discuss with them as they occur. You can then collect everything together and make one call a day instead of several, and at a time of your choosing. It also means that if they should call you then you can quickly check to see if anything is outstanding to discuss with them.

Maintaining a record of the contacts you have made like this also deals with the problem of 'delegating into a void', whereby you delegate tasks to others and never hear anything back unless and until you remember to follow up.

To set up, add a Contact form (form U236) for each person with whom you have regular contact and add a name to the top of each form.

Information at your fingertips

The Information Database section is sub-divided by the ten numbered tabs permanently visible across the top of the binder that you set up according to your needs.

Behind the main Database tab (the red tab with the [i] symbol) you will find an index page for listing the contents.

In use, as you become familiar with the layout of the database, you will find that you can access the sections directly using the tabs at the top of the binder without having to refer to the index.

Although you should set out to design your own database according to your own needs, here are some suggestions to get you started ...

Planners

Use planners to help keep you on top of things. There are a wide range of them in the stationery box to meet a variety of needs. For example, Monthly Plans [U203] can be used to keep track of training, holidays, days in and out, resource bookings and staff location plans; Annual Overview [205] has a column for each month and can be used for account call tracking, holidays, shutdowns or event planning.

Reminders & Checklists

This is a section for keeping track of those regular recurring tasks and events. For example, use an Anniversaries form [U223] to keep a record of those things that come around each year. On the right-hand side of the form are columns to tick off as you transfer these items to your diary

or daily plan each year.

Using checklists helps to make sure that nothing gets overlooked – especially with those jobs that only get done occasionally. Use Checklist form U267.

Projects

If you have larger projects to manage you may decide to give them their own sections within your Database. Use a Project Plan [U206] for breaking down the project and planning the activities. Use a Project Overview [D207 or U247] as a gantt chart to maintain an overview of the progress (see the illustration opposite). If several other people are working on the project you may want to cross-reference this section to your Contacts database.

Meetings

Keep a schedule of your regular meetings here and behind it insert a Meeting Planner [U218] for each one (especially those meetings that you are chairing yourself) to plan the agendas and timings and later record the action steps.

Expenses

Record your expenses on an Expenses form [U217]. Use the clear plastic envelope included with the binder to store your receipts. You may also want to keep other financial forms in your database, such as budgets and financial trends. Use the cash listing paper or graph paper.

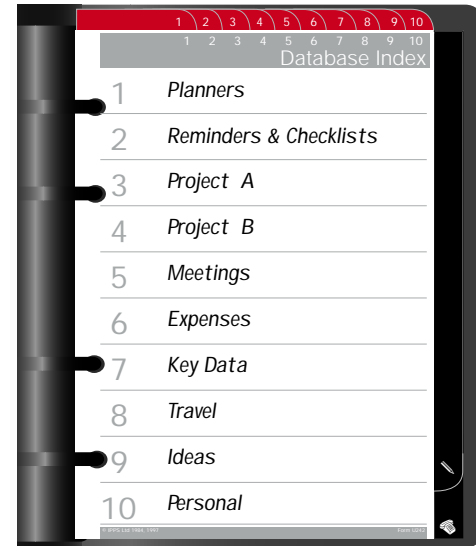


Travel

Keep all of the information you need when travelling in one place. Already installed in your system you will find international data on countries' capitals, currencies, time zones, dialling codes, international weights and measures, clothing sizes, airline and embassy telephone numbers and maps. You might want to add your own information to this, including timetables, contacts and some key foreign phrases. Remember that you can print this information out from your PC onto the laser paper we provide and then drop it directly into the binder.

Key data

The 'look up' information you want ready access to, such as prices, technical data, costs and budgets. A wide variety of data forms are available, some of which are illustrated opposite.



Make a Note

Behind the tab with the pencil symbol is your notepad. Keep a supply of notes sheets here and you have somewhere you can turn to to make a note at any time.

Choose from a selection of note sheets – plain or ruled, in white or colours, squared or fine tint.

There are also ruled notepads available, pre-punched to drop into your binder.

Keep a selection of spare forms in the back of this section as a back up for use when away from the desk.



Using Your PC

You do not have to enter everything directly into your time management binder. You may prefer to store some of your information on your personal computer and then print it out onto sheets that will fit into your binder.

For example, you may decide to store your names and addresses on your PC so that you can keep them up to date easily – and perhaps because they are an integral part of your email system.

The IPPS computer paper (code U2282 et al – see our catalogue or web site for full details) directly supports several popular software packages:

Outlook / Outlook Express: Email, contacts and things to do from Microsoft.

Notes: Email, contacts and things to do from IBM Lotus.

Word: Word processor from Microsoft

Excel: Spreadsheets from Microsoft

If you would like to try it out you can request sample sheets from the IPPS web site.

