

JUST
neurodiverse
THINGS



SPECIAL
PROJECTS

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Deciding on a planning system



The very first step is obviously deciding on which system you want to use. It can be **digital** or **paper**, and the only real difference between them is in how you access the information in the system.

If you need help making that decision, you can access **my system listing here**. I've kept it deliberately simple, with the best options listed, rather than all of them.

The thing is, *there is no perfect system*. So our goal in deciding is to choose the best system possible for you.

Repeat after me: it's not about the system.

What matters is how you navigate the system.



Navigation is a three-step process.



The first part of that is how you make **decisions**. Second is how you go about **doing the things you said you were going to do**. Because it doesn't matter how efficient the system is, you actually have to use it for it to count. The third part is a **review process**.

And each part of this process has its own particular pitfalls.

When it comes to deciding on your system, the problems are many:

Getting hung up on the system you're using.

Getting hung up on the tools you have.

Staging pictures of your system for Instagram.

Posting in the system Facebook and/or Reddit group.

All those sorts of problems.

So, let's talk about what **YOUR functional system** should actually look like. Use the following prompts to do some work assessing. **Be honest!** No one is using this thing but you. Make it meaningful to use, and you will.

When you're done, you should have an idea of the right medium for **your planning system**, which is as good a place to start as any.





How portable does your system have to be?

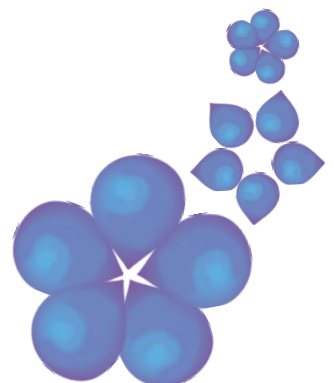
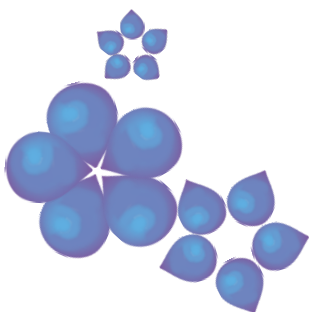


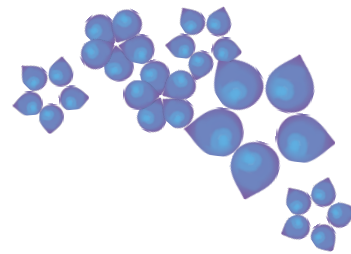
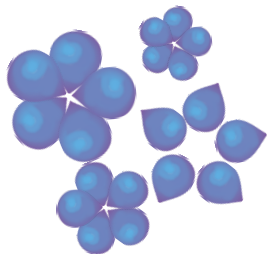
If you typically work from home, you can probably get away with a large ring bound planner. If you aren't home a lot, digital may be your best bet, but a compact paper planner might work, too.

How tactile are you?



Do you have to touch your list to interact with it? Then paper, always paper.





Does it need to be pretty?

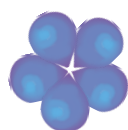
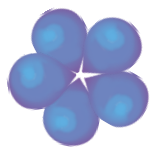
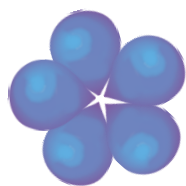


Probably paper, but digital interfaces can be appealing—tiers and list ordering and backgrounds. Digital stickers and avatars abound too.

How important is checking or crossing off the item?



If you don't get the same thrill from checking a tickbox, consider paper options.





Do other people (spouse or business partner)
regularly need to access your list?

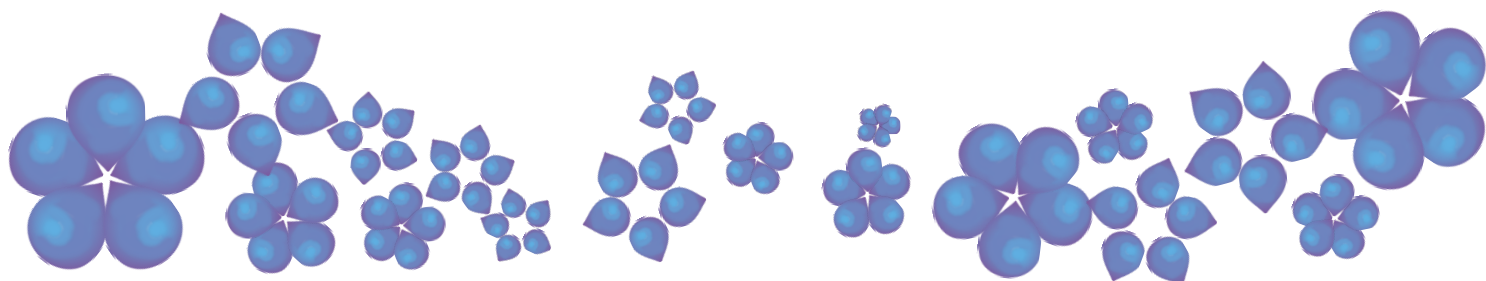


Then you might want to stay digital. It's much easier to have both private and communal lists with a digital medium.

How much detail do you need?



If you're going to be typing with your thumbs a lot, it should be simple tasks. Conversely, if you do a lot of brainstorming or journaling, then paper is a better bet.



What kind of tasks are on your list?



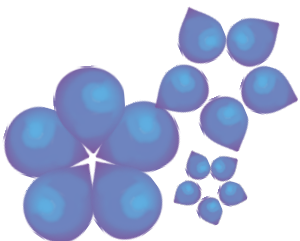
If they're simple, easily repeating tasks, then the ability to clone them digitally will save you a ton of time. If they're more complicated or have lots of moving parts, paper can be an asset.

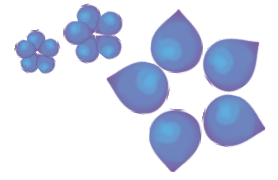
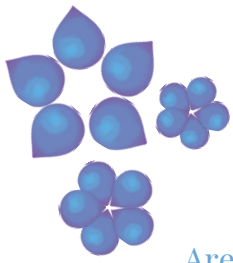


What is your willingness to interact with the medium?



Digital systems require regular pruning and task upkeep. You have to schedule time daily to go through tasks and determine if they still need to be on the list. Paper systems are easier to manage in this regard but require frequent rewriting. If you learn through writing, this can be a huge benefit, but if you won't rewrite tasks, you'll have problems keeping up with them.





What else is on your list?



Are you a student or parent? Do you have volunteer work or household chores you need to keep track of? All of these things go into your system as well.

Review Worksheet



Check last weekend's to-dos/this week's to-dos
Review last week's work - make notes, file/forward
Check with family/staff - what do they need to do?
Declutter and organize your workspace
Create new planning page for coming week
Begin weekly errands/shopping list
Prepare physical materials: photocopies/resources/supplies
Check next week's calendar
Check weather
Check local event calendars
Check holidays
Work on upcoming holiday plans
Sketch out rhythm/agenda
Plan meals
Baking goals for the week
Check/update food orders
Sort/organize mail
Plan cards or gifts to mail
Sort/organize email
Follow up on text messages
Schedule/outsource administrative tasks (maintenance, insurance, billing)
Schedule life maintenance calls/appointments (doctor, therapist, chiro)
Pay bills
Upcoming purchases
Plan/outsource home care
Plan weekly chore chart
Garden tasks
Outline weekly goals
Outline school plan
Check kids sports/events schedules
Plan family outings/field trips
Plan date night
Schedule networking events/coffee chats

