

Conjuring Clarity – Your Calendar Type Worksheet

There's no such thing as work-life balance. There are work-life choices, and you make them, and they have consequences.

– Jack Welch

Deciding on calendar types is an important decision regarding how to manage your life and your time to allow for the activities and people that are most important to you.

Both digital and analog calendars have advantages and disadvantages, and which one(s) we use depends on personal taste and preference, as well as how we want them to use them to simplify our lives.

Use this **Your Calendar Type Worksheet** to determine whether your preferred type of calendar is digital, analog, or both.

| 1 | 2 | 3 | 4 |
|--|---|---|---|
| I am well-versed and comfortable using devices. They are a regular part of my life. | | | I don't use devices very often and/or I'm not comfortable using them. Devices are not a focus in my life. |
| My days are so full, I like receiving notifications on my phone about upcoming appointments so I don't miss something important. | | | My life is simple and straightforward, so I don't need notifications on my phone about upcoming appointments. |
| When I make lists, I usually make them in Notes or some other similar digital app or program. | | | When I make lists, I usually make them by hand with pen and paper. |
| I find scheduling and calendaring to be an arduous task and would rather spend my time doing other things. | | | I enjoy creating lists, checking boxes, doodling, and drawing. |
| There are many parts to my life and many people to consider when planning my day. | | | My life is low-key, and I mostly answer to and/or am responsible to myself. |

Mark an X in the box that best represents the truth about these statements as they relate to you, your life, and your preferences to help you determine whether to use digital, analog, or both for scheduling and calendaring your writing and your life.

Scoring

The scoring on this worksheet does not indicate a spectrum or continuum. Rather, it presents possibilities and how they might work together.

15-20 points – Analog all the way

10-15 points – Mostly analog with digital as a supplement and/or back-up

5-10 points – Mostly digital with analogue as a supplement and/or back-up

1-5 points – Digital all the way

Embrace the day. Make it yours.

