

# Popular Threads on Solosez

## How Do You Keep A Calendar?

I was wondering what forms you keep your calendars in. Outlook, daily planner, or ??

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Multiple calendars WITH cross-checking is generally recommended. Cross-checking should be once or twice weekly minimum. It assumes staff somewhat, although printing out computer calendar gives you two duplicates. Done properly, it forces discussion of calendar items and planning, which has separate benefit. Concept is multiple eyes looking to catch any errors or problems. Or so I am told.

Darrell G. Stewart, San Antonio, Texas

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Along these lines, I know that malpractice carriers ask how many calendars we keep. Is it better to have one or two?

I've always thought that the E&O guys appreciate redundant calendars, but keeping two calendars (as Nick points out) can be a recipe for disaster.

So, which is it? One or two? David Hiersekorn, Santa Ana, California

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TimeMatters in my PC which syncs with my Palm making two, although events only have to be entered once.

Deb Matthews, Alexandria, Virginia

=====

TM synced to Palm. But then in planning the day I'll often pull out a notepad.

Jay Goldenberg, Chicago, Illinois

=====

Outlook would be more usefully to me if I had an exchange server then the truth would reside at the server not which ever client I was using at the time. Now I've gone to the old fashion daily planner. Portable and not a theft magnet.

John A. Davidson

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I keep two calendars. One is on my notebook computer using Abacus and my secretary keeps a hard-copy calendar. Whenever anything comes in the mail with a date -- motion, case management conference, etc. -- she calendars it and then I calendar it on my computer when I read the mail. We cross-check our calendars at least once a week to be sure they are consistent. When either of us makes an appointment we immediately advise the other so it is entered on both.

I really like her keeping a paper calendar. My computer crashed once and I lost my calendar but was able to reconstruct fully from hers.

John D. Kitch, Nashville, Tennessee

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I know I SHOULD keep my calendar in multiple areas, but right now, it's only my palm pilot and the computers I sync it with.

Lesley Hoenig

===== Many time management and organization gurus advise against multiple calendars because invariably an important appointment makes it into one calendar but not the other and gets lost. I keep a single calendar in MS Outlook which synchs to my Palm Pilot. If I don't have the Palm Pilot with me I make a note of the appointment and enter it at the next opportunity.

Nick Cobbs, Washington, DC

===== I can't agree. I have a small pocket diary I carry with me (for me easier than putting notes in my Palm Plot--but then I'm analog, not digital), a desk calendar, and a computer program (Day Timer Organizer. I try to get an engagement in all three and periodically check to see if each engagement is in all three. Certainly an appointment, court appearance, deposition will, etc., occasionally not make it into one calendar--but on a number of occasions I've been saved from missing something by reviewing all three calendars. I figure the chances of missing something is a lot greater if I only put an engagement in only one calendar. REDUNDANCY, REDUNDANCY, REDUNDANCY (in everything).

Richard O'Connor

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I use an old-fashioned red book with a ribbon to mark today's date. It is very difficult to pop out a computer when you have a Judge on the bench asking you to pull out your calendar for trial setting.

Norman Fernandez, California

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3 - Outlook, a wall calendar in my office and desk calendar on my paralegal's desk. Most malpractice carriers want you to keep at least two forms of calendar. My carrier specifically asks the forms of calendar

question on the annual application.

Peter T. Clark, Mansfield, Massachusetts

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I've always thought that the E&O guys appreciate redundant calendars, but keeping two calendars (as Nick points out) can be a recipe for disaster.

So, which is it? One or two?

David Hiersekorn WADR (computerese for "with all due respect"), NOT keeping two (or even 3) calendars can be a recipe for disaster.

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After a close call when I was not long out of law school, I adopted this procedure on my own--out of pure terror and relief at having not missed a court appearance--determination that it would never happen again--and it hasn't. I used 3 calendars (1, a pocket diary for quick note of dates & time, desk calendar and computer calendar). Since I had a secretary then, she kept her own calendar. And, as Darrell said, cross-checking periodically is necessary.

Richard O'Connor

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I too use an old-fashioned "book" calendar--always handy. I also use yahoo to remind me.

Robert Strupp, Baltimore, Maryland

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