

How Do You Calendar?

For years, I've been quite savvy with my online calendar (which connects to my phone) and everything is always sync'd and neat, complete with reminders. I also have friends who are more savvy than me, and they have professional software which they use.

QUESTION:

However, for that one dreadful day when my computer system goes down, or my online calendar gets erased, it is a good idea to have a PAPER CALENDAR that mirrors your online calendar.

This might be a simplistic question, but 1) what kind of paper calendar do you find useful? (e.g., wall dry-erase calendar, large desk calendar with rip-away sheets, or journal/book-like calendars)?

A secondary reason I am asking is because when things get busy I often don't look at the online calendar. Luckily so far, I have never missed a deadline. However, it is often on my mind, and thus I'm looking for recommendations of actual calendar products you have used that is always in front of you. (If you use a book, I'd still like the recommendation, because I could keep it open on my desk).

Thoughts?

This thread makes me squeamish. I don't use a paper calendar. I use google calendar synced to my phone with Fantastical as my viewing app. Court dates that are in the statewide court docket system are pushed automatically to my calendar so I don't have to keep up with it. My argument is that the odds of your office burning down or you losing your paper calendar are much higher than Google going down for any length of time. Same reason my file system is in the cloud. Much more likely that my office is destroyed along with my files than they disappearing to the ether. Plus my wife and partner are included in my calendar so if something were to happen to my phone somebody knows what's going on, and I avoid the argument with my wife about missing a school function. Paper gets wet, burnt and lost. And it's not redundant.

Clark V. Stewart, Alabama

I use the Minister <<https://quovadisplanners.com/catalog/minister>>

agenda planning diary from Quo Vadis. When opened, it shows an entire week on a single spread with plenty of space to note events and space on the side to list tasks and notes. It also gives each day a number 1-365 and 365-1 which makes it easy to calculate number of days between dates.

I also use a calendar on my computer, which is better for long term dates such as patent and trademark renewals. The pop-up reminders are also valuable. But having something on paper sitting in front of you works in a different but useful way than something online or computer-based.

Also, I just order the refills and don't use the covers.

Bert Krages, Oregon

Obviously, I'd hate to do extra work that doesn't need to be done, but I've had experiences in my past that with the press of ONE BUTTON, everything is gone. This could foreseeably happen when backing up your Google calendar, or messing around with your online settings.

Anyway, assuming for a moment that this CAN AND DOES happen to people, my issue is that I simply don't look at the online calendar, and I'm looking for a solution that I could have in front of me that I'll see if I have a depo scheduled or a court date that I need to attend (rather than relying on Google's reminder feature).

Robert Z. Cashman, Texas

Levenger is my go to for all things paper products. I don't replicate my calendar but I replicate my "to do" list in a million places. Helps me to prioritize from day to day as priorities change. My electronic to do is in the google apps gmail Sortd plugin.

Rebecca E. Gwilt, Virginia

I wouldn't have said it quite as bluntly as Clark, but I agree with him. His method is exactly how I rely on and maintain my practice - and my life.

On occasion, particularly busy court days, I print a calendar of the day to take with my files. It gives me a way to remind myself what's next - and to keep up with my time.

Reta McKannan, Alabama

I use a modified version of Bullet Journal www.bulletjournal.com

At the end of my book, I put the whole next year (with the days of the week). I scan the month's page each morning (mostly for birthdays); but also for appointments I may have made months in advance (like dentist).

You could also print out your digital calendar each Monday morning, or on the 1st of the month, and write on it from there...

Andrea Cannavina, nope notta lawyer

For those that do not keep a paper calendar, how do you comply with your malpractice insurer's requirements. Mine requires at least one paper calendar and I certify such on each renewal. (Maybe I picked the wrong insurer that is very risk adverse.) My main calendar is on Outlook, which is synced to Google calendar. But I make sure the paper calendar is updated at the end of each day.

To answer the original question, I use a simple DayMinder appointment calendar purchased at an office supply store.

Leon J. Letter, Michgian

I use both a paper Dayminder-type journal/log and online calendar, which, I hope, are usually in sync.

In the digital calendar, I insert entries at various dates and times so that I get an electronic reminder ahead of the event in question, including remarks about whether I prepaid for something, such as a bar luncheon.

With the paper Dayminder I often paperclip printouts, invitations, meeting notices, CLE reservations, etc., in the Dayminder book. , Regarding the digital calendar, I may include key information in the entry so that if I need to see a phone number, address, etc., it is there, online, on my desktop as wells as smartphone.

I recommend never destroying the paper Dayminders. One never knows when one needs to reconstruct/remember, etc.

A side remark. You may want to keep notes of employee absences, vacations, anniversaries, birthdays, etc.
So far as I know, I have avoided mess-ups.

Rob V. Robertson, Texas

My insurer requires a redundant system but does not require any particular system. I use an online calendar and a to-do list app.

Kelcey Patrick-Ferree, Iowa

Interesting thread. I echo the squeamish reaction, LOL. I always used to have a redundant system with both a paper calendar and my electronic one synched to my Palm Pilot. Those days are gone - we've left the paper, the Palm is dead and my practice management system doesn't have a good synch to other devices anymore. Maybe we should start printing out paper copies of the calendar periodically?

Michael D. Caccavo, Vermont

Yeah, I'll admit I was subtle like a brick to the head!

Clark V. Stewart

My redundant system comprises Outlook calendar, and I write down dates to be calendared in my (paper) Franklin planner. I tell my secretary to calendar those dates, then I check them off my franklin planner when I verify they have been properly entered into outlook calendar.

Michael Blake, Connecticut

I use "At a Glance" which is a book like calendar, and shows a week at a time. I get two of them, one for my desk, one for staff. I use electronics also, but the paper calendar is verified weekly for changes. I find Outlook calendar notices don't help if I have Outlook closed.

Darrell G. Stewart, Texas

The paper calendar printed out from my practice management system (which also syncs to Outlook/Office 365). I print it out about once a month, or when a hurricane is coming. Never 100% accurate, but good enough if the server completely crashes (plus the redundancy in Outlook) to not miss major deadlines that have been looming.

My calendaring redundancy for certain types of cases is a traditional tickler card system that my receptionist maintains.

Cynthia V. Hall, Florida

My online calendaring is done through www.acuityscheduling.com, which syncs to my google calendar, which in turn syncs with my practice management software (ActionStep). Acuity lets clients view my availability and self-schedule appointments given parameters I set. It's highly configurable, cheap, it integrates with Zapier, and I recommend it without reservation. Great customer service, too.

Every Monday, I print a hard-copy of that week's calendar and add the page to a three-ring binder. I also write the week's appointments on a small portable whiteboard I keep near my desk. Just in case we have a hurricane and are without power for a week or something, I guess. I've not yet had to fall back to either of those fail-safes. I also periodically export a copy of my google calendar so it gets saved with the rest of my files during my backup routines.

Daniel Turner, Florida

I've used a Franklin Planner since the mid-90s (compact size). I always bought the Golf version, but since they've long since discontinued that, I use Monticello, two pages per day.

Greg Zbylut, California

I'm with Darrell - At a glance calendar. I put all hearing dates and important deadlines on there, just in case my kid clicks something on the computer or my phone he shouldn't OR in case I am incapacitated in any way. It might take someone a few tries to enter my difficult password correctly, but they can just grab my desk calendar and see if I have any court that day. Also, I started getting the small size, so I can easily stick it in a purse or briefcase before court appearances, since some judges have a strict "no phones" rule, and I might need it for calendaring a continuance.

Corrine Bielejeski, California

I also use a paper "at a glance calendar" which is on my desk along with Calendar Plus on my iPhone which is synced with my google calendar on my desktop/cloud/iPhone. All dates from email go into the google calendar (which syncs to the Calendar app) and are written by hand in the paper calendar.

Tammy Ann Smith Heffernan, Vermont

I have used an electronic calendar for about twenty years; started with Lotus Organizer then moved to Time Matters. Lots of backups and redundancies, but no paper calendar.

David Masters, Colorado

I count the state's electronic calendar that posts to mine regularly as one backup - and I print out a calendar each week. My malpractice carrier doesn't specifically require a paper calendar. Rather, it requires me to show that I keep up with my schedule and how. That's always kept me on my toes and satisfied the company.

Reta McKannan

I print my calendar periodically.

Jeffrey A. Franklin, Pennsylvania

As my malpractice insurer requires a paper and electronic system I hang a desktop calendar 17 x22 size on the wall in my office as my paper version.

Every month gets pulled off and saved in my desk and then at the end of the year stored in the closet.

I find it helpful, as every morning my assistant comes in to review what is happening that day and when she schedules something she writes on the calendar giving me a heads up of a change in my schedule.

John C. Thrasher, Vermont

I use Google Calendar because I like the way it syncs to all my devices -- desktop, laptop, iPad and phone. But I find that there are lots of little notes, ideas, and lists that don't lend themselves to electronic devices. (Although I do use Evernote.). I end up with little scraps of paper all over my desk. So I just started a Bullet Journal, which is a blank book that you configure to fit your needs.

Although I haven't been using the Bullet Journal for long, I find it to be a good way to set long-term and short-term goals. I can create annual goals along with monthly, weekly and daily ToDo lists, which helps me visualize what I need to do. I can also record billable time in it so I have a paper backup to my computer records. There may be some redundancy with my computer calendar, but it does help me to remain focused and productive. The system is endlessly flexible and also allows me to be creative when I'm so inclined.

The website www.bulletjournal.com has a good explanatory video.

Virginia McMichael

I am also a recent convert to the Bullet Journal system, and I use it to supplement Omnifocus for managing my tasks. I've found that I still put all of my professional tasks into Omnifocus, but occasionally they will creep into the Bullet Journal and then when I see them, I am reminded to load them into Omnifocus. I have major calendar events in my Bullet Journal as well, but not everything makes it in there and like Virginia, I run my calendar through Google because it syncs easily across almost every app I need it in (Omnifocus, Fantastical, Outlook, etc.).

I'm amazed at all the hacks and personalizations that people can do to the Bullet Journal. Some of the layouts people do are amazing and make me realize how truly unartistic I am.

Andrew M. Ayers, New York

If all of your calendars are based on electric power, and none on paper, you are likely violating ethical rules by putting your clients at risk.

Just one old guy talkin'!

Regards,

Art Macomber, Idaho
