

KEEPING TRACK OF APPOINTMENTS

By CC Huffhines

I have a beautiful picture of the Rocky Mountains covered with snow on my bedroom wall. It really is on a calendar. The calendar has large white squares that each features a date. It is in each of these squares where I note information about any meetings or appointments for a future date.

Often, friends suggest that I should use a nice booklet for keeping track of my appointments. I prefer the calendar. Here, I note time and place of the planned get-together. Plus, it always is handy for reminding me of a scheduled meeting as I glance over the pretty picture.

All the information that would be in a booklet is noted on the calendar. And I enjoy a lovely picture each time I check the information.

I find that seeing all the days is helpful in keeping track of the date for the meeting. Example: I determine each morning the name of the current day. Assume it is Friday and the meeting is next Monday. This information is now seared in my mind. Knowing the day almost assures me that I will remember the future meeting is Monday. All the needed info is handy on the wall calendar.