

Time Management

by Pam Jundt

I feel I've made the transition from analog to digital fairly well. By no stretch of the imagination would I consider myself tech savvy, but I know my way around my phone, tablet, laptop, smart TV and desktop. Like most everyone, all my photos are on the cloud. I use an app on my phone for all my shopping lists. (This prevents the maddening mistake of my wonderfully comprehensive list being on the kitchen counter while I'm standing, lost, in the middle of Safeway). I rarely write checks anymore. I use a streaming service for my music, Word for my writing, an E-ink reader for my books, and Netflix for my entertainment. So all in all, I believe I've moved pretty solidly into the digital world, even if it was kicking and screaming.

But the one thing I refuse to give up is a paper calendar/to do list. Heaven knows I've tried to go digital with my time management, but it's been a fail every time. It started long ago when I was given a Palm Pilot. Finally, I thought, I can go modern getting my life organized. The problem was it seemed like more of a hassle to dig the thing out of my purse, then find the stylus, which was always getting lost, than just writing down on a piece of paper what I wanted to do that day. After I got my first smart phone I downloaded all kinds of apps, each one promising it was the E-organizer that would change my life. I deleted them all in favor of a spiral bound day-at-a-glance paper calendar, the style I prefer to this day.

Most morning, while drinking my coffee, I look at the page from the day before and move forward any items that didn't get done. Often there's an embarrassing amount of items I've procrastinated on, but I dutifully write them down on that day's list. I try to list everything for the day I want to accomplish, from the very important to the mundane. I note dental appointments and reservations for swimming, as well as, reminders to vacuum and empty the recycling. Now that I'm a little older these reminders have become essential. If I don't have them I simply forget what I need to do, then I find myself trying to cram one more fizzy water can into an already stuffed recycling bin. There is even an entry on today's page that reads "write essay for group." After I'm through I'll get to pick up my pen and mark that entry as done. There are few things more satisfying than physically crossing off an item from a to do list. A digital check box just can't compare.