

# FranklinPlanner In-Depth: CALENDAR BASICS

Your Franklin Planner does more than just manage your hectic days. It also features important sections for long-term planning. When you integrate these sections with your daily or weekly pages, you unlock new potential in your planner.

## THE MASTER TASK LIST

Routine tasks are easy to remember. It's the infrequent tasks that you tend to forget while driving home on autopilot.

The Master Task list lets you keep the big picture in mind, with columns for infrequent personal and business tasks, such as oil changes, furnace filter replacements, and quarterly employee reviews. As you plan each week, you can refer to the Master Task List and fit these tasks into your schedule.

If you have space, you can also list out reminders for goal-based tasks in your preferred order for daily reference.

**July 2015 Master Task List**

Personal	Business
Call for annual Dr. appointment	Choose printing company for catalog
Change furnace filters	Register for Photoshop class
Buy mom's birthday gift	Performance reviews:
Research holiday vacation	Roger A.
Book Stuff:	Mary D.
Research	Ellen C.
Outline	
First Draft	
Edit	
Proofread	
Continuity Check	
Read Aloud	

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## DAILY TRACKER

If you need to keep track of monthly vehicle mileage, expenses for your business, or even water intake or calories burned, your planner can help with that. At the end of each day, you can record these amounts in the Daily Tracker section, both the current day's total and the running monthly total. When the time comes to report to yourself or your superiors, you'll have the figures at your fingertips.

**14 Tuesday July 2015**

S M T W T F S

5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2015 S M T W T F S A

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Completed  
 Forwarded  
 Deleted  
 Delegated  
 In Process

**Daily Tracker**

Track expenses, e-mail, voice mail, or other information.

Miles: 52  
Gas: \$25.30    Water:

Monthly Totals  
Miles: 336  
Gas: \$127.97

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## MONTHLY INDEX

Your planner is a valuable record of your personal and business insights. At the end of each month, read through your notes pages. You can then write important ideas and information on the Monthly Index, located on the reverse side of each month's calendar tab.

You can transfer smaller pieces of information, such as phone numbers, web addresses, or file locations, directly to the index. For parts that don't transfer as easily, such as diagrams or lengthy notes, simply reference the date.

There is also an index page before the first day of each month of your daily pages. Filling out both indexes makes it easy to find the information you're looking for, even when stored in a Storage Case. One index page stays with your monthly calendar tabs, while the other goes into the case when you remove your completed pages.

Daily Notes

Aug. 5 Worldbuilding: The opening scene is in the caldera of Mt. Garbis, where a historic explosion put an end to war by coating both armies in molten iron, and in the process plunged the world into a mini ice age. Just having found the mythical Sword of Archangels, our heroes' party has a new goal: escaping the forces on their trail.

Daily Notes

Aug. 12 New Disclaimer File Location

X:/Resources/Copy Resources/Disclaimers/New Disclaimers

August 2015 Index

Date	Index important information recorded on this month's Daily or Weekly Notes.
Aug. 5	Book 3 General Outline
Aug. 12	New Disclaimer File Location
Aug. 18	New website site architecture diagram X:/Resources/Copy Resources/Disclaimers/New Disclaimers
Aug. 21	Birthday resolutions

Daily Notes

Aug. 18 New website site architecture diagram

Daily Notes

Aug. 21 Birthday Goals:

- No dessert until next birthday
- 11:30 pm lights out - get sleep
- No screens after 10pm
- Talk and connect instead of entertain
- Qualify for Boston Marathon 2016
- Start with five miles and go from there
- Get back on the wagon

Use these features to help with your monthly planning, and you'll be on your way to bigger and more meaningful accomplishments.