

THE CORE FOUR

In order for a planning system to be fully effective, it needs to have the four essential components. If you want to plan efficiently, just remember the acronym T.A.N.C. Be sure to keep your **TASKS**, **APPOINTMENTS**, **NOTES**, and **CONTACTS** all in one place. Here's a quick overview to help you find exactly what you're looking for in your Franklin Planner.

T

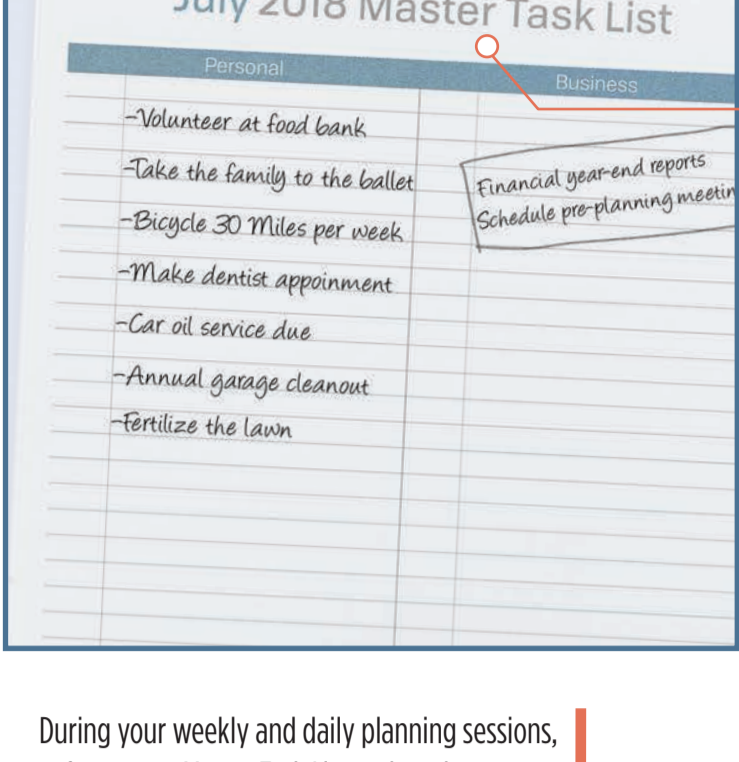
A

N

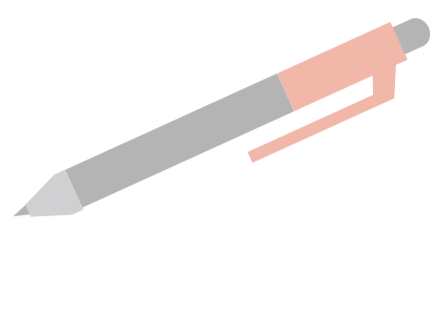
C

T – Tasks

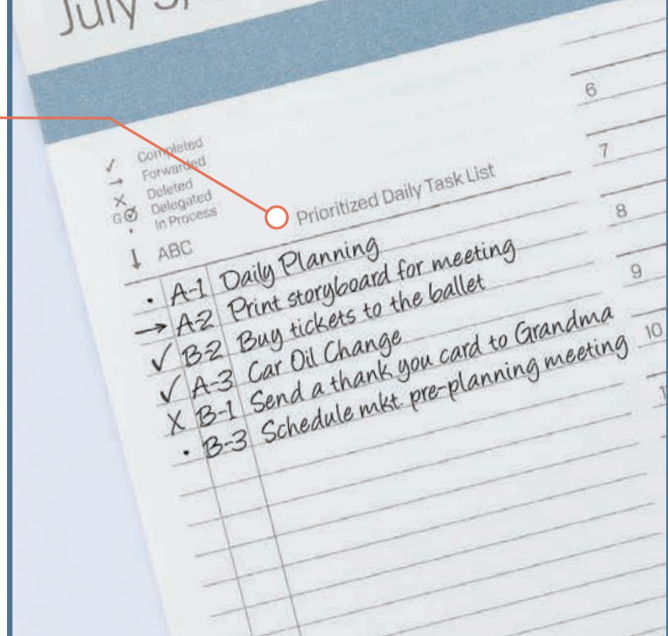
MASTER TASK LIST each month, PRIORITIZED DAILY TASK LIST on your daily spread.



Most Franklin Planners have a **MASTER TASK LIST** at the beginning of each month near the monthly tab. Some planners call it a To Do List. Your Master Task List is where you list all the things you hope to accomplish during the month.



During your weekly and daily planning sessions, refer to your Master Task List and see how many items you can schedule into your day. Plan each of those tasks on your **PRIORITIZED DAILY TASK LIST**. Be sure to prioritize what matters most.



A – Appointments

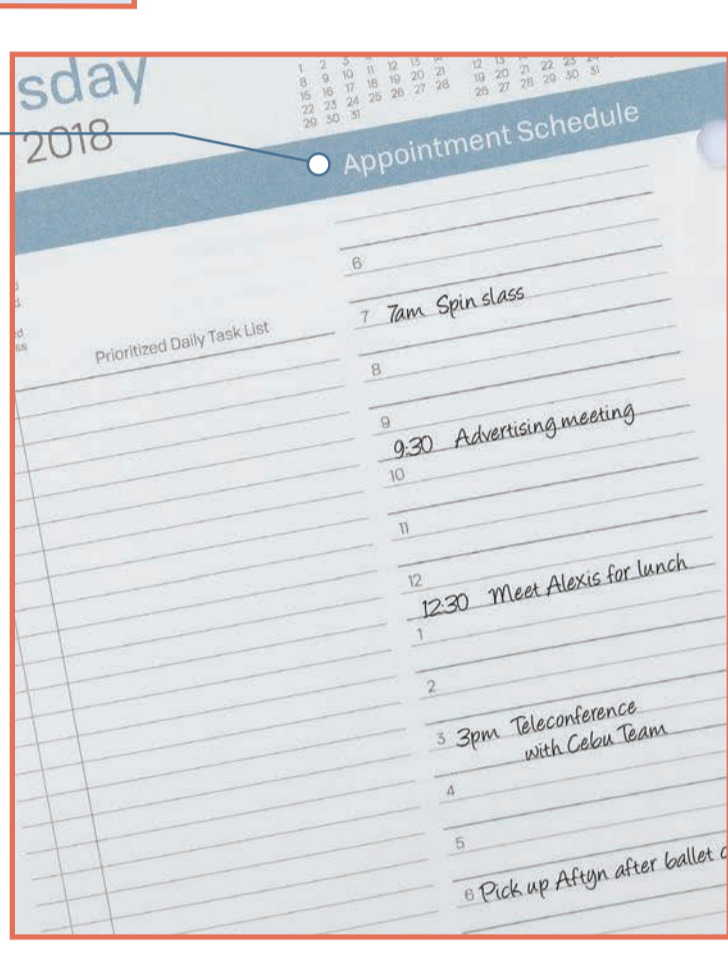
MONTHLY TABS for long term planning, APPOINTMENTS column on your daily pages.



You can plan appointments months in advance. Note your appointments on your **MONTHLY CALENDARS** as soon as you learn of them.



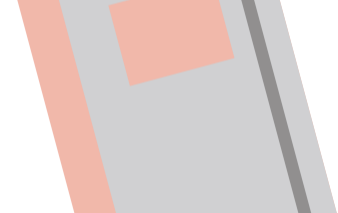
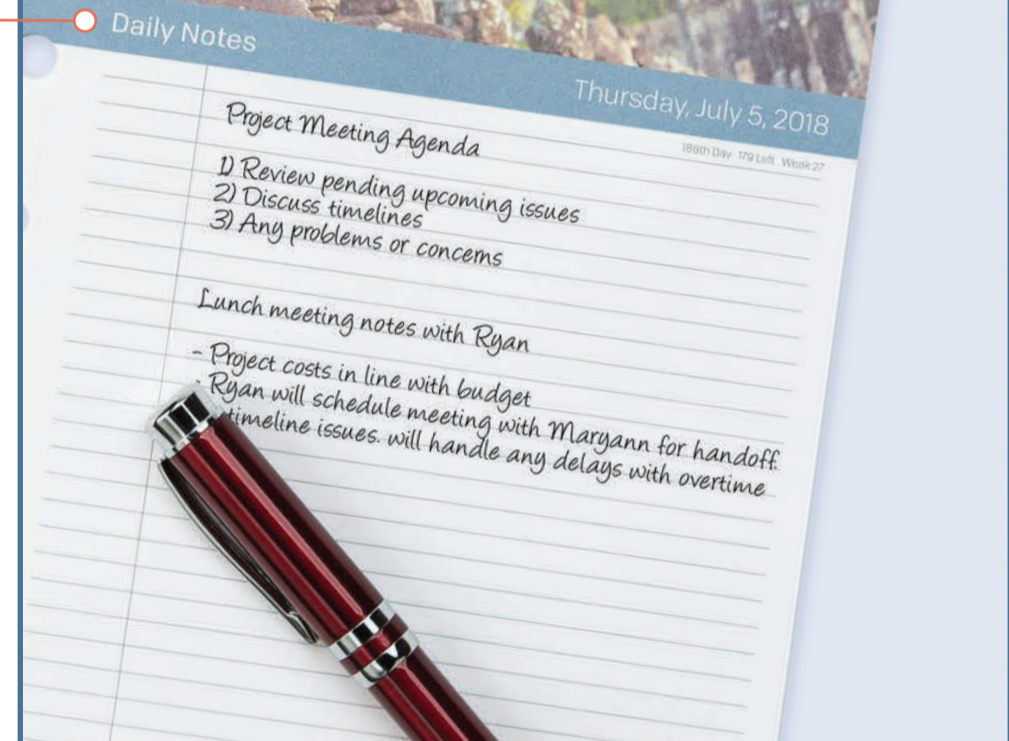
Be sure to refer to your monthly calendars during weekly and daily planning so you can schedule appointments into your daily **APPOINTMENTS COLUMN**.



N – Notes

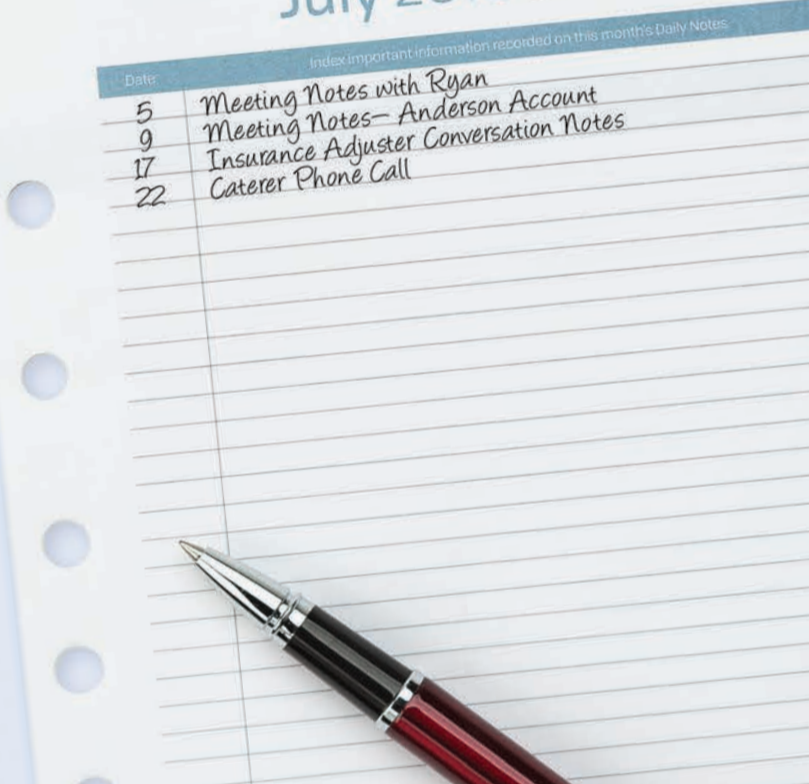
DAILY PAGES, NOTES PAGES, MONTHLY INDEX, and INFORMATION RECORD sheets.

One of the main purposes of a planner is to help you capture and retrieve information. Each daily spread offers space for **NOTES**, and you can always add more notes pages to your ring-bound planner whenever you need them. **But how do you find those notes when you need them later?**



C – Contacts

PHONE and/or ABC TABS with CLIENT FILE.

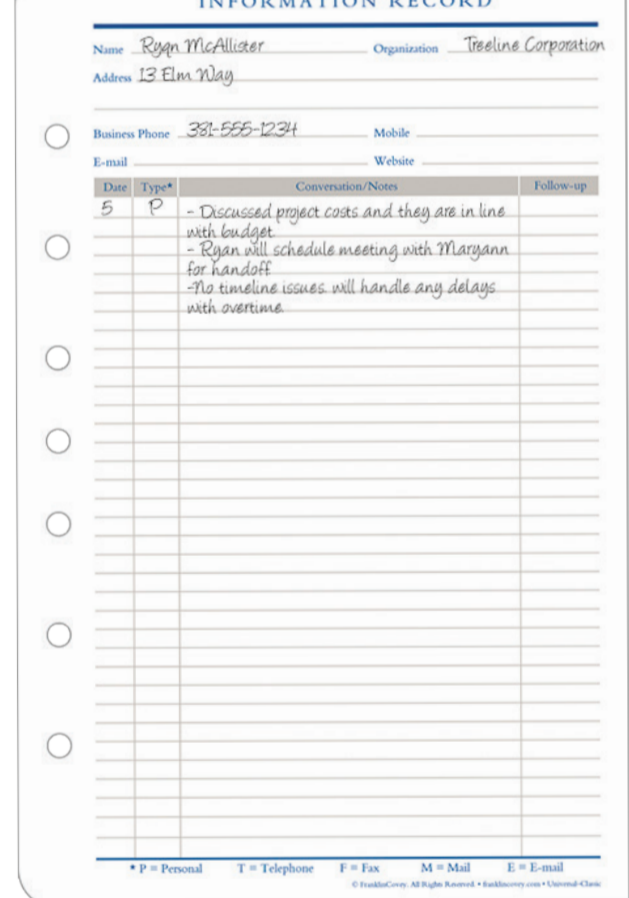


Your Franklin Planner has a **MONTHLY INDEX** at the beginning of each month. Use this page to reference important notes. If you had an important phone conversation with the caterer for your upcoming event, for example, and you don't want to forget it, simply note it on our Monthly Index: Caterer phone call. That will make it easy to find that information later.



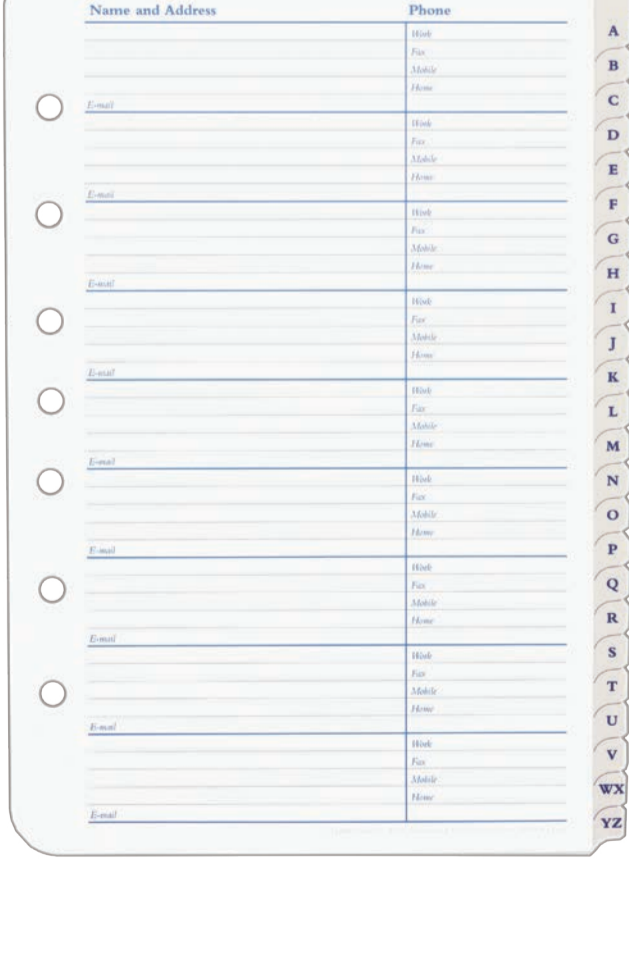
INFORMATION RECORD

For large, ongoing projects, the **INFORMATION RECORD** is perfect. This is an ideal place to track the company you are working with, the contact person, and their contact information. Plus, it gives you ample room to note each contact you have with them, when you contacted them, what transpired, and when you'll follow-up.



ADDRESS/PHONE TABS

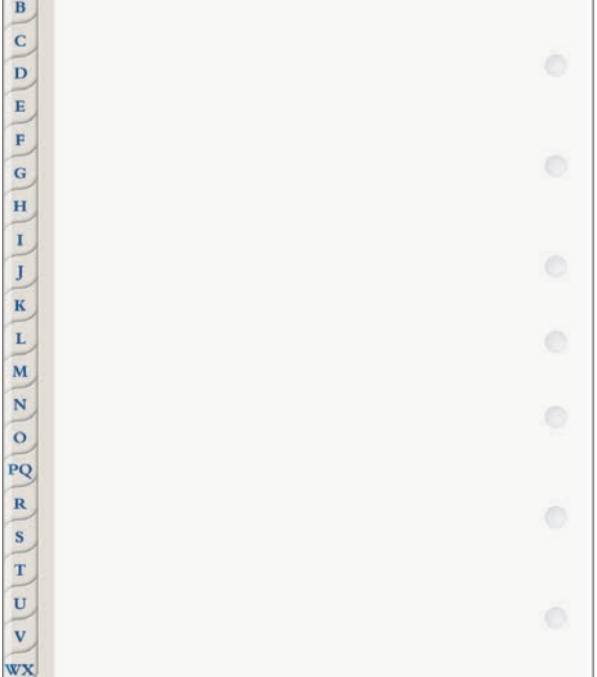
Although most of us keep a lot of contacts on our smartphones, keeping a hard copy of your contacts with the rest of your planning system is always a good idea. This makes it easy to collaborate whenever necessary, and helps ease stress in emergency situations. Your **ADDRESS/PHONE TABS** are ideal for this.



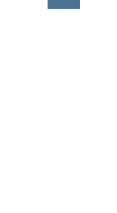
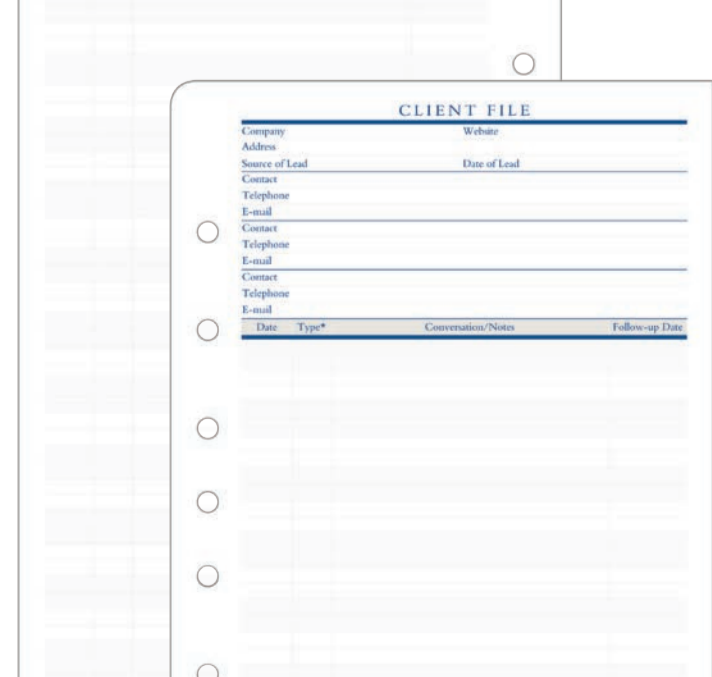
ABC TABS WITH CLIENT FILE

Using **ABC TABS** with **CLIENT FILES** are another great way to manage contact information. This form lets you track the company you are working with, information for up to three contacts, and how and when you found the lead. There's plenty of room on the page to note each time you contact them, when you contacted them, what you discussed, and when you'll follow-up.

ABC TABS



CLIENT FILE



Remember to keep these four essentials in your planning system, **T.A.N.C.** and you'll tank up with successful plans and interactions.