

[illegible]

Tips for using the Yearly Schedule:

- The yearly schedule is an annual overview.
- Add the year at the top of the schedule.
- Highlight different tasks in different colours (font text if using MS Word, coloured pens if writing by hand) to indicate your focus for that task. Set your own colour scheme for each focus area (for example exercise, family time, time-out, etc) and use this throughout all of the planners you're using so you can pick out focus areas at a glance.
- Make task descriptions brief – you can expand them later on your Quarterly | Monthly Planners.
- Don't worry about prioritising – this is an overview of what you hope to achieve in this year.
- Draw a 'bar' indicating the likely start and finish dates for each task. Indicate milestones with a star or diamond instead of a bar. The bars can be extended as necessary as the year progresses if a task is delayed or takes longer than planned.