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We hope you love the products we recommend! All were independently chosen by our editors. Just so you know, BuzzFeed can collect a share of sales or other compensation from the links on this page if you decide to trade from them. Oh, and FYI - prices are accurate and items in stock as of publishing time. While no one can argue with the useful lying of digital productivity tools like Google Calendar, Trello, and Evernote, you sometimes only need a paper planner and pen (preferably a slim, drop-down) to get down to business. First, it's hard to sit down and focus on your to-do list, your time management needs, or your weekly goals when you're constantly getting Slack or Instagram notifications. We love our smartphones as much as everyone else and trust them to keep contact information, look up directions, order lunch, and perform many other amazing comforts, but they can also be distracting and take up more of our precious time than we've thought or realize, said Allison Hodson, senior product manager for FranklinCovey. Since a search for planner brought up more than 100,000 results on Amazon, we asked Hodson for some shopping tips, and she suggested asking yourself these three questions first. What do I use it for? Hodson explains that a planner's basic functions are to catch and pick up, so remember that while browsing. You may need to manage appointments, daily tasks, projects timelines, or goals, or want a lot of free space to figure it out as you go. And don't forget that a planner can track more than just reminders to pick up paper towels or take your kids to football. It may sound fanciful, but you can really capture your dreams, act on your ambitions, set higher standards for your life and achieve bigger goals, says Hodson. So if your dream is to finish writing a novel or training for a triathlon, if you dedicate a page to tracking the time you spend on it, you will be motivated to continue. What is my ideal file format extension? Some planners are time-based, which means they're set up to show you a day, week, or month in an instant. You can also choose to get an elegant leather notebook from a company like Moleskine or Shinola and build your own planner, or have a company like Agendío customize one for you. There is also a wide range of styles, such as classic book binding and wirebound, as well as ring-tied and newer plate-bound variants, which allow you to add and remove pages. How big should it be? Some people have two different planners, one they carry around and another to stay at home or at work. Smaller, wirebound planners are more portable and are good for writing down do-dos and capturing daily or weekly highlights, while a larger ringbound planner is great to keep in one place and can offer more note-taking or record keeping, says Hodson. Here are some great great in a mix of formats to consider. Smart Fox Planner If you have trouble setting and meeting goals, invest in this Clever Fox planner. It comes with 150 planner stickers, an inner pocket, three ribbon bookmarks, plus you can list what you're grateful for. Advantages: This Clever Fox planner has it all. You can list your daily goals, rituals, what you are grateful for, and even create a vision board. In addition, you can zero in on your five micro targets. Cons: If all you need is a reminder to appear on your child's track meet, this is a whole lot of planning. Brownline 2020 DuraFlex Daily Planner, Twin-Wire, Raspberry This is a classic planner for 2020 and beyond. You can mark the appointment from 07:00 to 7:30 pm. in half-hour intervals. You can add reminders and notes. There is a specific note section, cash entry section, personal information, important dates, calculation, weight and temperature conversion, interest table, map, and time zones. Benefits: This planner for the guy who goes from work to a plane to a business meeting to the child's ballet concert and ball game. And have to keep track of expenses while you do. Cons: None. It's great for your daily use. Benefits: The Moleskine planner is formatted to view the week's appointments on the left and a controlled page for notes and ideas on the right. It's just as perfect for students and CEOs. It has rounded corners and an elastic closure. In addition, the paper is nicely fancy. Cons: Some complain that the paper is actually still too thin. Benefits: It's a handy medium size (5.5 x 8.5 inches) and includes useful tools like spreadsheets for using the 5 Choices method, weekly scheduling pages, monthly calendars and to-do lists, as well as inspirational quotes (Creativity isn't finding the thing, but making something out of it after it's found) and reminders (plan Big Rocks, which is Kogon's concept for priorities). Cons: It may not resonate so much with you if you haven't read the book, although FranklinCovey offers several useful videos that describe the principles, which apply to anyone who wants to work and live more efficiently. Hobonichi Techo Planner Book If you want a planner with a serious cool factor, look to Hobonichi Techo, who comes from Japan and was created by Shigesato Itoi, a writer, video game creator and actor (he was the voice of Satsuki and Mei's father in My Neighbor Totoro). Advantages: The Tomoe paper is lightweight but strong, and each book has a special lay-flat binding style that allows you to stay open on a flat surface. You get both days and months in an instant, as well as fun Japanese trivia mixed in (topics for 2019 include Traditional Japanese Household Items and A World of Traditional Sweets.) Cons: The price, certainly, especially given the size (about 4 by 6 inches). And because it comes with dates already it lacks the flexibility of an empty book. ARTEZA Daily Planner Facing a Fear of Planning Commitment? Start with this affordable tear-off style. Sold as a set of two, pads (8.5 x 11 inches) come in different styles: One includes a day's worth of deals (from 7 a.m. to 8 p.m.) as well as space to log goals, meals, training and a shopping list. The other uses less space for appointments, but has several additional boxes, including notes, a do-do list, daily priorities and a gratitude list. Benefits: At about \$13 for each pad, this is a serious bang for buck. The sheets can be attached to the refrigerator, office bulletin board, or a clipboard for easy reference. Cons: Unlike a sturdy laptop, it can be hard to keep track of individual sheets floating around in your bag. There is also no monthly calendar or fixed location to record information you may need to refer to (for example, a running to-do list). Day-Timer Distressed Look Starter Set Organizer You're parents probably had Day-Timers, and if you want to go to old-school, this is a faithful choice. This set comes with three different styles of pages: One per day, two per day and two showing a whole week, so you can play around to find your planning sweet spot. The pages are large enough to capture a lot of information (8.5 x 5.5 inches), but the total case size (8.5 x 10.6 inches) isn't overwhelming — you can put it in a bag. Advantages: It is quite affordable, and the zipper cover, but not real leather, is stylish and discreet and can be used from year to year. It also comes with practical features such as two pen holders, business card and credit card slots, a ruler placeholder and a clear zip bag. Cons: Some Amazon buyers said the planners they ordered lacked accessories, and there were also complaints that the rings were plastic and not metal. Since the set only comes with a month's worth of pages for each style, you'll finally need to order more and add your costs. Full Focus Planner by Michael Hyatt The first thing you need to know about this tool from author and former publishing CEO Michael Hyatt: It's a quarterly planner, so you need to get four every year if you decide it's jam. In Hyatt's opinion, focusing on just 90 days at a time helps people feel less overwhelmed, even if he offers some space for future planning. The calendar itself is in a daily format with one lookup per day: The right side is completely out of notes, while the left has room for your top three daily goals, your to-do list, and appointments. Benefits: In addition to the basic calendar, this planner includes many characteristic, thought-provoking extras, such as intricate target detail pages (you can list motivations, steps, and even checking habits), ideal week spreads that allow map your next seven days, and weekly and quarterly summaries (you write down what what well and what did not). He also has a handy video online to help you get started. Cons: It's yd, but if you decide you love the system, you can order a set of four for 22 percent of the list price through Hyatt's website. And if you don't love journaling, ask the question that What will or should happen this coming week? or What do you want to keep, improve, or start doing? may become annoying. And not everyone will love the 90-day format. Field Notes 56-week planner If you like your planners simple and affordable, you can pick up this reserve, undated spiral-bound book from Chicago-based company Field Notes. These notebooks are rooted in the American agricultural tradition, as co-founder Aaron Draplin explains in his short film, and their utilitarian designs are inspired by the type, color and general spirit of the notebooks given to farmers by agricultural companies. Even the writing is vintage and described proudly - it's from the Futura family and dates to 1927, if you need to know. Advantages: The price is correct and in line with its roots: the books are made and printed in the United States. The spiral binding keeps the book open on a flat surface, and its size (5 x 8 inches) makes it easy to carry around. Cons: There are no additional planning pages, so if you want bells and whistles, look elsewhere. The sturdy brown chipboard cover definitely speaks to a certain aesthetic, which not all guys will appreciate. Growth planner This planner is your life, in a book. It includes schedules, goals, meal plans, and weekly goals, and even helps you track your habits. There are blank pages you can enter, if you wish. Benefits: This is the planner to get if you have a specific set of goals you want to achieve and can't figure out why you don't get there. You list your habits and track them so you can see what's holding you back. In addition, you can plan meals too, to simplify the week. Cons: It only runs for 90 days and it is not dated, which is either a pro or a con. Each product at Fatherly is independently selected by our editors, writers and experts. If you click on a link on our site and buy something, we can earn an affiliate commission. Commerce Home Office Office Office Equipment

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