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Production workers assemble and manufacture all kinds of products. Much of this work is done on the assembly line that operates heavy-duty machinery. This job requires skill and concentration that you can show potential employers on a professional resume. Always submit a resume when looking for production work, as doing so could give you an advantage over job applicants who don't. View your resume as a marketing tool for you. About author Faizah Imani, an educator, minister and published author, he has worked with clients such as Harrison House Author, Thomas Weeks III, Candle Of Prayer Company and Truth & Church Magazine. His dossier includes JaZaMM WebDesigns, assistant high school band manager, district manager for Clarion Ledger, and event coordinator for the Vicksburg Convention Center. Although no one can argue with the usefulness of digital productivity tools like Google Calendar, Trello and Evernote, sometimes you only need a paper planner and a pen (preferably an elegant and roll-up one) to get to work. On the one hand, it's hard to sit back 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 rely on them to keep contact information, search for addresses, order lunch and make many other amazing amenities, but they can also distract and take up more of our valuable time than we intend or realize, says Allison Hodson, Senior Product Manager at FranklinCovey. Because a planner search brought more than 100,000 results on Amazon, we asked Hodson some shopping tips, and suggested asking these three questions first. What am I using it for? Hodson explains that a planner's basic functions are capture and retrieve, so keep that in mind while browsing. You may need to manage appointments, daily tasks, deadlines, or project goals, or you may want plenty of free space to find 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 aspirations, set higher standards for your life, and achieve higher goals, Hodson says. So if your dream is to finish writing a novel or training for a triathlon, if you dedicate a page to track the time you spend on that, you'll be motivated to move on. What is my ideal format? Some planners are time-based, which means they're set up to show you a week or a month at a glance. 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 Agendio customize one for you. There is also a wide range of styles, such as classical binding and wing connection, as well as and the latest discount varieties, which allow you to add and remove pages. How big should it be? Some people have two different planners, one that they carry around and one to stay at home or at work. Smaller wiring planners are more portable and ideal for writing to-do and capturing daily or weekly highlights, while a larger ring planner is ideal for keeping in one place and can offer more space to take notes or make a journal, Hodson says. Here are some great planners in a mix of formats to consider. Fox Smart Planner If you're having trouble setting and reaching goals, invest in this Clever Fox planner. It comes with 150 planner stickers, an inner pocket, three tape markers, plus it allows you to list what you are grateful for. Pros: This Fox smart planner has it all. You can list your daily goals, your rituals, so you're grateful, and even create a dashboard. Plus, you can focus on your five micro-goals. Cons: If all you need is a reminder to appear at your child's track meeting, this is a lot of planner. Brownline 2020 DuraFlex Daily Planner. Twin-Wire, Raspberry This is a classic planner for 2020 and beyond. You can mark the appointment from 7:00 a.m. to 7:30 p.m. at half-hour intervals. You can add reminders and notes. There is a section of rules notes, cash registration section, personal information, important dates, metric, weight and temperature conversion, interest table, map and time zones. Pros: This is the planner for the guy who goes from work to a business meeting to his son's ballet recital and ball game. And you need to keep track of expenses while you're doing it. Cons: None. It is ideal for daily use. Pros: Your Moleskine planner is formatted to show quotes from week to left and a ruler page for notes and ideas on the right. It is equally perfect for students and CEOs. It has rounded corners and an elastic closure. Besides, the paper is very elegant. Cons: Some complain that the newspaper is, in fact, still too thin. Pros: It's a handy medium size (5.5 by 8.5 inches) and includes useful tools like worksheets to use the 5 Choices method, weekly planning pages, monthly calendars and to-do lists, as well as inspiring quotes (Creativity is not finding the thing, but performing something after it's found) and reminders (big rocks program), which is Kogon's term for priorities). Cons: It may not resonate so much with you if you haven't read the book, though it offers several useful videos describing the principles, which apply to anyone who wants to work and live more efficiently. Hobonichi Roof Planner Book If you want a planner with a serious cool factor, look at the Hobonichi Techo, which comes from Japan and was created by Shigesato Itoi, a writer, video game maker and actor (he was satsuki's voice and Mei's father in My My Totoro). Pros: Tomoe River paper is light but strong, and each book has a special lay-flat binding style that allows it to stay open on a flat surface. You'll get days and months at a glance, as well as fun mixed Japanese curiosities (themes for 2019 include Traditional Japanese Home Items and A World of Traditional Sweets). Cons: The price, without a doubt, especially given the size (about 4 by 6 inches). And because it comes with already added dates, it lacks the flexibility of a blank book. ARTEZA Daily Planner Facing fear of the planner's commitment? Start with this affordable disassembly style. Sold as a set of two, the pads (8.5 by 11 inches) come in different styles: One includes a date day (7 a.m. to 8 p.m.), as well as space to record goals, meals, exercise and a shopping list. The other devotes less space to appointments, but has several additional boxes, including notes, a to-do list, daily priorities, and a list of gratitude. Pros: At about \$13 for each pad, this is a serious hit for money. Sheets can be attached to your refrigerator, office bulletin board or clipboard for easy reference. Cons: Unlike a sturdy notebook, it might be difficult to track individual sheets floating in your bag. There is also no monthly calendar or permanent place to capture information that you might need to reference (such as a list of running to-do items). Day-Timer Distressed Look Starter Set Organizer You're probably parents had Day-Timers, and if you want to go to old school, this is a trusted option. This set comes with three different page styles: one per day, two per day and two showing a whole week, so you can play to find your planning sweet spot. The pages are large enough to capture a lot of information (8.5 by 5.5 inches), but the overall box size (8.5 by 10.6 inches) is not overwhelming, it can be placed in a bag. Pros: It is quite affordable, and the zippered cover, although not real leather, is elegant and discreet and can be used from one year to the next. It also comes with useful features like two pens carriers, business card and credit card slots, a ruler placeholder and a clear zippered bag. Cons: Some Amazon buyers said the planners they ordered were missing accessories, and there were also complaints that the rings were plastic and not metal. Since the set only comes with one month of pages for each style, you will eventually have to order additional ones, which increases its cost. Full Focus Planner by Michael The first thing you need to know about this tool from author and former editorial CEO Michael Hyatt: It's a quarterly planner, so you'll need to get four each year if you decide it's your jam. In Hyatt's view, focusing on just 90 days at a time helps people feel less overwhelmed, although it offers some room for future planning. The calendar itself is in a daily format with Spread per day. The right page is completely blank for notes, while the left has room for your three main daily goals, your to-do list and appointments. Pros: In addition to the basic calendar, this planner includes plenty of distinctive extras that provoke thoughts, such as intricate goal detail pages (you can list your motivations, steps and even check habits), ideal week spreads that allow you to plot your next seven days, and weekly and quarterly summaries (you write down what went well and what didn't). It also has a handy online video to help you get started. Cons: It's expensive, although if you decide you love the system, you can order a set of four by 22 percent off the list price through Hyatt's website. And if you don't like the diary, the question goes: What will happen or should happen this coming week? o What are you going to maintain, improve or start doing? And not everyone will love the 90-day format. Field Notes 56-Week Planner If you like your planners to be simple and affordable, pick up this undated spiral spare book from Chicago-based Field Notes. These notebooks are rooted in the American agricultural tradition, as co-founder Aaron Draplin explains in his short film, and his utilitarian design is inspired by the type, color and general spirit of the note books that agricultural companies give farmers. Even the fountain is vintage and proudly described, is from the Futura family and dates back to 1927, if you should know. Pros: The price is correct and in line with its roots, books are made and printed in the United States. Spiral binding keeps the book open on a flat surface, and the size (5 by 8 inches) makes it easy to carry. Cons: There are no additional planning pages, so if you want bells and whistles, look elsewhere. The sturdy brown agglomerate cover definitely speaks of a certain aesthetic, which not all kids will appreciate. The growth planner This planner is your life, in a book. It maintains your schedules, goals, meal plans, and weekly goals, and even helps you keep track of your habits. There are blank pages for you to post the journal, if you wish. Pros: This is the planner to get if you have a specific set of goals you want to achieve, and you can't figure out why you're not getting there. You list your habits and track them, so you can see what's holding you back. In addition, you can also plan meals to simplify your week. Cons: It only goes for 90 days, and is not dated, which is a pro or a con. Each Fatherly product is selected independently by editors, writers and experts. If you click on a link on our site and purchase something, we may earn an affiliate commission. Commerce Home Office Office office team

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