

## HIPSTER PDA

One of our core values is that we are not a youth group. This means we expect mature and loving adult behaviour and responsibility. To help you with this, we have provided this simple organisational tool.

The 'hipster PDA' is a very simple, cheap, organisational tool that developed in reaction to the obsession with the latest technology. Sometimes a pen and paper is still the best solution. But even if you'd rather use your phone, we hope some of the ideas in this PDA are helpful to you.

To think more about how to get organised, we strongly recommend a great book called Getting Things Done by David Allen ([davidco.com](http://davidco.com))

### USING YOUR HIPSTER PDA

1. When you get an email or an assignment, or an SMS or whatever, you should keep track of it. That's what the blank sheets are for: they are your INBOX.
2. If it's something you should do as soon as humanly possible, you should put it on your TODO list.



## INBOX



## PROJECTS

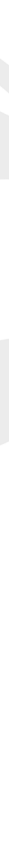
DEADLINE



## TICKLER FILE

WEEK 1

WEEK 2



# TODO

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- 
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3. If it's something that's going to take lots of separate actions, like a major assignment or organising a movie night, put it on your **PROJECT** list.
4. If you've asked someone else do to something for you, or get back to you, put it in your **WAITING FOR** list.
6. If it's something you don't need to think about until some later date, put it in your **TICKLER FILE**, a list for each week of the current month, and each month of the year.
7. If it's a general reminder, something to always remember or think about - some New Year's resolutions or a memory verse put it in your **CHECKLIST**.
8. And if it's a deadline or an appointment, put it in your **DIARY** - not included :-)

Templates for each of these pages can be downloaded from [ufcutas.org/resources](http://ufcutas.org/resources)



# TICKLER FILE

WEEK 3

WEEK 4



# WAITING FOR

1st ASKED	DEADLINE



# TICKLER FILE

JANUARY

FEBRUARY

# TICKLER FILE

MAY

JUNE



# TICKLER FILE

SEPTEMBER

OCTOBER

# TICKLER FILE

NEXT YEAR

SOMEDAY  
MAYBE



# TICKLER FILE

JULY

AUGUST

# TICKLER FILE

MARCH

APRIL



# CHECKLIST

# TICKLER FILE

NOVEMBER

DECEMBER

