

# So You Do Not Miss It

Set up one reliable way to catch appointments before the day they happen.

## WHEN TO USE THIS

Use this after missing something, or when you are worried you are about to.

What did you miss recently, or nearly miss? What happened?

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Where do appointments get written down right now? Tick everything you use.

- ☐ Phone calendar
- ☐ Paper calendar or diary
- ☐ Notes app
- ☐ A card or slip of paper
- ☐ Someone else tells you
- ☐ Nowhere, you try to remember
- ☐ Texts and emails you leave unread

Two places is worse than one. Pick the single place you check without thinking about it.

Which one place will hold everything from now on? When do you check it each day?

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How much warning do you need? Set the reminder for that far ahead and write it here.

*The day before is often more use than an hour before.*

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*A memory that drops things is common. A system that catches them is learnable.*