Week of OOOOO

day

How to Sync Your Digital Planner to Your Apple or Google Calendar

If you use a digital planner, syncing it to your favorite calendar app can save you time and keep you organized. Whether you have a Monday or Sunday start planner, or even a hybrid version, here are the specific details you need to know to get started.

Next Week

Sunday

WB **by Wenda Benavidez**

Syncing Your Planner to Your Calendar

Syncing your planner is easy with these simple steps: Follow the video tutorial and use these settings to set it up according to your planner type in ZoomNotes. Make sure to set the correct dates and the specific pages for each planner.

Hybrid /Monday Start Planner Details

Monthly Pages

Use Tables

- Left side (4 columns by 5 rows)
- Right side (3 Columns by 5 rows)

31, 39, 47, 54, 61, 69, 76, 84, 91,98,106,113

jan 31

feb 39

mar 47

apr 54

may 61

June 69

jul 76

aug 84

sep 91

oct 98

nov 106

dec 113

Weekly Overview Plan Pages

Use Shape Box Tool

34-38, 42-46, 50-53, 57-60, 64-68, 72-75, 79-83, 87-90,94-97,101-105,109-112, 116-120

Weekly Schedule Settings

Use Tables

- 1 Column by 17 rows

Page Calendar Settings

- 6:00am start
- Day length 17 hrs

Weekly Schedule Pages

- 176-229

Daily Planner Pages

Use Tables

- Table: 1 column by 32 rows

Page Calendar Settings

- 6:00am start
- Day length 16 hrs

Schedule Pages

- dec 26- Jan 6, 2024 (Pages 230-606)

- Jan 1 - jan 6, 2024 (Pages 236-606)

Sunday Start Planner Details

Monthly Pages

Use Tables

List Format

- Left side (4 columns by 5 rows)
- Right side (3 Columns by 5 rows)

31, 39, 46, 53, 60, 68, 75, 83, 90,97,105,112

jan 31

feb 39

mar 46

apr 53

may 60

June 68

jul 75

aug 83

sep 90

oct 97

nov 105

dec 112

Weekly Overview Plan Pages

Use Shape Box Tool

List format

34-38, 42-45, 49-52, 56-59, 63-67, 71-74, 78-82, 86-89,93-96,100-104,108-111, 115-119

Weekly Schedule Settings

Use Tables

Full Format

- 1 Column by 17 rows

Page Calendar Settings

- 6:00am start
- Day length 17 hrs

Weekly Schedule Pages

- 173-225

Daily Planner Pages

Use Tables

Full Format

- Table: 1 column by 32 rows

Page Calendar Settings

- 6:00am start
- Day length 16 hrs

Schedule Pages

- Jan 1 - jan 6 (Pages 226-596)

Features of a Digital Planner

1 **Easy Access** 🚀

You can view and update your planner from anywhere, as long as you have access to your calendar app.

2 **Cost-Effective** 💰

They are often cheaper than paper planners and don't require any additional tools like pens and stickers.
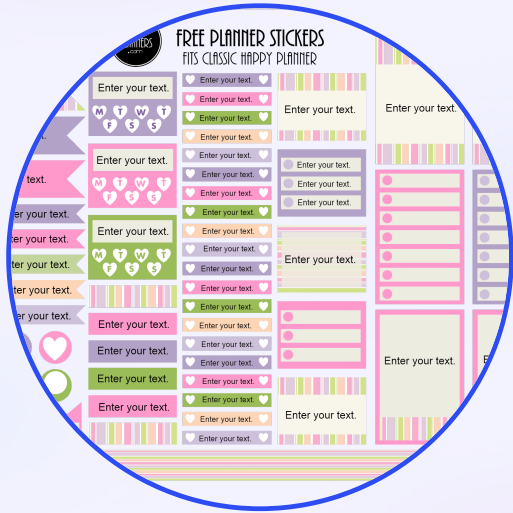
3 **Customizable** 🎨

You can change page layouts, add stickers and colors to personalize your planner.

Expert Tips

"Syncing your planner to your calendar is a game-changer. Not only does it keep you organized, but it also helps you stay on top of deadlines and appointments."

-Digital Planner Expert

Planning for Success

Plan Well

Start by setting achievable goals and breaking them down into smaller, more manageable tasks.

Stay Organized

Use your synced planner for both short-term and long-term planning. Color code events to stay on track.

Stay Connected

Stay connected to your planner by syncing it to your digital devices.