

SET AND FORGET

The ultimate brain-saving checklist:
let your phone do the remembering
so you don't have to!

I'm Lesley, and I'm going to show you exactly how to set your phone calendar up so you can forget about those important life admin dates until your phone tells you otherwise.



A pep talk...

I'm not going to lie, to get your calendar properly set up you WILL have to put in a bit of time and effort. There's no avoiding that, sorry!

BUT this checklist will allow you to work through things at your own pace and with minimal brain power.

And once you've set everything up, you can forget all about those pesky life admin tasks until your phone tells you you need to do something.

1 Checklist, 2 Versions

If you're a pen and paper kind of person, it'll help to print pages 4 to 6 if you have access to a printer.

If you're a phone person, check your inbox as I've sent you a digital version that you can copy and paste directly into your phone notes and tick off as you go.



Top tip:

Pick a category to work on first, jot down all the dates you need for those. THEN add them to your calendar in one go. It'll be easier on your brain to batch similar tasks together in this way.

My Top Pick Calendar App



Family Wall is my favourite phone calendar app (iPhone and Android) and this is why:

- It's free
- Share it with others (no excuses for your other half not to know what's happening and when)
- Choose who sees each event to keep it relevant
- Colour-code different types of event to see what you've got on at-a-glance
- Extra feature: create and share lists

(I am in no way affiliated with Family Wall and get no perks for recommending them to you, I just think it's a good app!)

Of course, if you prefer a different app, go with that. The best one will be the one that you actually use!

How it looks:



My month view

My husband's
month view

My "agenda" view

Psst...

My husband is not a calendar person and he never used one until I showed him this one. Game-changer!

Categories

Colour-coding your events can really help you see what's coming up at-a-glance. I've listed below the categories we use for inspiration but use whatever makes most sense to you.

- Family events
- Lesley events
- Mark events
- Birthdays
- Renewals
- Aidan (our son)
- Basil (our dog)
- What's On (local events)

Top tip:

Use red for the events you want to jump out the most. We use them for birthdays and renewals so I can easily see the most important dates that month

You'll easily see if you've got a birthday- or renewal-heavy month, and you might want to block out some time to tackle them at once.

Recurrence

THIS IS REALLY IMPORTANT!!!

When creating your calendar events, don't forget to set them to recur as relevant. e.g. birthdays and renewal dates should show on the same date **every year**. Hobbies and clubs may recur weekly.

Don't skip this step or you will have to set everything up again multiple times!

Reminders

Be smart about when you set reminders and how many to minimise stress. I've put suggestions alongside each section below but adapt them to suit.

SET AND FORGET CHECKLIST

OK enough of the preamble, let's get cracking!

Print this checklist or find the email version that will copy straight into your phone notes and start setting up your calendar.

Not all of the following will apply so pick and choose the ones that are relevant to you.

CELEBRATIONS

- ☐ Birthdays
- ☐ Wedding anniversaries
- ☐ Valentine's day
- ☐ Mother's day
- ☐ Father's day
- ☐ Christmas / Easter / Halloween other relevant festivities
- ☐ National holidays

Reminder 2 weeks and 1 week before if you need to buy a gift, 3 days before if you need to post a card, on-the-day if you need to send a message.

HOME

- ☐ Mortgage renewal
- ☐ Tenancy agreement renewal
- ☐ Boiler service
- ☐ Bin collections
- ☐ Chimney sweep
- ☐ Window cleaning
- ☐ Gutter cleaning
- ☐ Smoke alarm battery check
- ☐ Carbon monoxide battery check

For events you need to book an expert for - 1-2 months in advance.

For tasks you can do yourself - on-the-day / a day or 2 before

RENEWALS

- ☐ Contents insurance
- ☐ Buildings insurance
- ☐ Car insurance
- ☐ Private health insurance
- ☐ Pet insurance
- ☐ Life insurance
- ☐ Travel insurance
- ☐ Income protection insurance
- ☐ Private dental insurance
- ☐ Critical illness insurance
- ☐ Gadget insurance (e.g., for phones, laptops, tablets)
- ☐ Home emergency cover
- ☐ Passport
- ☐ Driving licence

Reminder 1 month
and 2 weeks
before. Suggest
blocking time in
your diary to do
the research

CAR

- ☐ MOT / Road safety test
- ☐ Car service

1-2 months
before

HEALTH / PERSONAL CARE

- ☐ Dentist
- ☐ Optician
- ☐ Haircuts
- ☐ Prescription refills
- ☐ Exercise
- ☐ Hobbies/classes

1 month before for
1-off appointments.
More often for
classes/exercise
accordingly

OTHER STUFF

- ☐ Vet annual check-up
- ☐ School term dates
- ☐ Tax return / payment deadlines

UP YOUR GAME

If you really want to make the most of your calendar, you might want to put some - or all - of the following in there. If it's feels like overkill for you, just skip it.

- ☐ Seasonal clothing switch up
- ☐ Garden furniture away/out
- ☐ Monthly declutter/charity drop
- ☐ Meal planning
- ☐ Cleaning - regular and/or deep cleans
- ☐ Water plants
- ☐ You time
- ☐ Buy teacher gifts
- ☐ Annual leave
- ☐ Car tyre check
- ☐ Car oil check
- ☐ Subscription reviews e.g. Netflix, magazines
- ☐ Annual birthday card stock up
- ☐ Plan Halloween costumes
- ☐ Buy Easter eggs
- ☐ Book Christmas activities
- ☐ Book Christmas food delivery slot
- ☐ Mowing/other garden tasks
- ☐ Photo sort - delete/print from phone

YOU DID IT!

You now have a super-organised calendar all **set** which means you can **forget** all about those life admin tasks until your phone tells you otherwise.

How did it go?

I'd love to know how you got on!

It's so nice knowing there are real-life humans out there! Plus your honest feedback helps me to help more people like you and to grow my little business.

Did it help? What worked? What's missing?

-  [Instagram](#) (@alifelesscomplicated_)
-  [Facebook](#) (@alifelesscomplicateduk)
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THANK YOU!

Lesley x

