

E-Guide : *How To Use the Bizzi2Go™ Planner*

If this is your first time using the Bizzi2Go™ Planner, you are in for a pleasant surprise! It may not have the fancy look that others have, but what is on the inside will prove to be more valuable to moms everywhere! Its signature flip-out design was created by an ordinary mom who needed a no - nonsense tool for family organization. Enjoy!

Cover

If you've opted for a planner with the window you have many options:

- Obviously, most moms and grandmas enjoy displaying a *snapshot of their children/ grandchildren* or even their *favorite pet*.
- Others have used it on a seasonal basis, *stamping and inserting an image* in the window.
- Some have chosen to scan a *refrigerator picture* that one of their children has drawn and reduce it to fit into the window!
- Vertical business card can easily be displayed here to advertise a business.
- You may even opt to reverse the included card to display the calendar year for easy reference!

You are the artist here! It is your window to decorate how *you* choose.

Clear Sheath Pocket

As you open the planner you'll find a clear top loading pocket.

Here are some favorite ways to utilize this space:

- *School Calendar Year / Revolving Sports Schedules* may be scanned and reduced to fit into the sheath for easy and practical viewing. Remember to use both sides!
- This is also a great place to display your child's *school photos*.

(P.S. It's *always* a good idea to have their photos within quick reach)

- *Coupons*- The trick is to put ONLY the ones you have full intentions of using every single time. How many times have you kicked yourself for not bringing that \$1.00 coupon for cereal that you always seem to purchase?
- *Appointment Reminders/ Business Cards (make sure to get rid of them after!)*
- *List of Medications/ Allergies (handy for doctor visits!)*
- *Grocery List/ or even Gift Giving List (remember to chuck 'em when your done!)*
- *Meal Planning for the week! You may want to consider writing out a week at a time on an index card and file it with your recipes.*

Important Contacts:

Plan to use this section for business or personal contacts that you may *not* have embedded into your memory. Why put your best friend in there when you know all of her stats already?? Bottom line is, *be practical*. You have lots of space so use it to your best advantage. Contacts often change from year to year. Don't clutter it up!

Index Tab Dividers:

You're probably saying, what in the world can I do with index dividers??

Here you go:

- *Crop a favorite photo memory (perhaps one made that very month!)*
- *Stamp it up and decorate around it*
- *Use it to record long term goals for the month*
- *Have your child draw a picture on it!!*
- *Make a memory to keep and review for years to come!*

Now...

The FLIP-OUT pages are the main feature of the Bizzi2Go™ Signature Design:

- You'll have the "*Notes*" section to use at your discretion. It can be used for just that OR you may wish to *post a meal planning schedule* there perhaps, after you have scanned and reduced its size of course.
- The "*To-Do*" section is a MUST have for all! Use it and check off your tasks once they have been completed. This will make you feel so GOOD!
- Once your pages are flipped open you'll have a full monthly view. This is ideal for the visual planner who needs to "*see*" the *landscape* ahead and behind. You'll also notice that the pages are made of a *heavy and durable paper*, designed to withstand the frequent use and abuse they will receive.
- The paper accepts pen, stamping ink and pencil rather well.
- There will be a few "*empty squares*" on each spread which you may use at your discretion.
- The *Calls-To-Make* section is located on the far right hand column. It'll serve as a practical reminder.

Perforated Scrap Paper:

- Located in the rear of the planner is a *series of perforated pieces* of scrap paper.
- How many times have you needed a piece of paper to jot something down and ended up writing it on something silly?
- When a friend notices how cool your planner is you can *simply tear out* one of those pieces and hand it to them-- It has www.Bizzi2Go.com imprinted on it if they choose to grab one for themselves or a friend!

Gift-Giving Idea:

- Why not tuck a *gift card* or a little *petty cash* in one of the pockets?
- Fill in the *picture pocket* with a new photo!
- Personalize it a little by *recording family birthdays* or special events?

- Are you having a baby and haven't spread the good news yet? Try recording your due date and giving the planner to a loved one. When you show them how it works...

Flip open to the month and let them discover for themselves!

- Include the planner in a *gift basket* with a candle, or perhaps some kind of goody. (chocolate always works!)
- You could even place it into a brand *new purse, tote or diaper bag!*

No matter what you decide, there are many ways to present this cool gift. Since it is currently available online only, chances are it will make a unique gift!

Practical Size Fits in Most Purses!

The planner is ~ 5.75" by 7.5" from spiral to tabs when closed. It is a little under 1" thick. This size will fit in MOST purses . When the planner is opened it spans 18.5" wide!

Moms are always on the go these days. This is why it was necessary to create a planner with both a practical and portable function.

Customer Tips:

Recently, a customer suggested a neat idea for placing sticky note reminders on the index tab dividers. She uses it as a bulletin board, removing the sticky notes when each reminder has been fulfilled.

Another mom told me that she is excited to decorate the dividers with stamping designs!

Finally, one of my customers made another great suggestion. Use your planner as a journal of sorts and save it for years to come. By personalizing your own planner and documenting special moments or events, it'll give you a timeline of memories.

Even the pictures or drawings will serve as a reminder to you as your children grow. Let's face it... *all* moms are really busy these days! Jot down "baby's first steps", or

"first home run" etc... You'll be so happy that you did. Happy Planning! ~☺ Tammy