



TCW Wedding Planner

By [Margaret Williams](#) [RSS feed](#) [Like](#) 15

## Wedding Planning: Organized and Under Control

*Keep your sanity intact before the Big Day*

How does one begin to start juggling engagement parties, the bridal luncheon, bridal/wedding showers, bachelor/bachelorette parties and rehearsal dinners all the while planning the wedding? Read along for some time management tips that will keep your schedule orderly and your sanity intact.

### Utilize your Smartphone

Beyond the cool and socially inclined apps included in your smart phone, there are actually some great productivity apps available that either exclusively, or in conjunction with other organizing systems, can help you keep all of your events together.

My top choice is [ReQall](#). This multi-tasking app allows you to create to do lists and various reminders on projects you are currently working on, such as a bridal luncheon. You can also integrate this app with your [Microsoft Outlook](#) or [Google calendar](#) or share it with your contacts, like your sister who is planning your bachelorette party.

A runner-up to ReQall is the popular app, [Evernote](#). This app allows you to upload written notes, photos and voice memos to an online repository for future use. Let's say you and your soon-to-be mother-in-law meet to discuss the details of the rehearsal dinner because she just has to have your input. You can jot down the notes on your [iPhone](#) or [iPad](#) using Evernote and then send them to whoever needs them at a later time. This can definitely cut down some time during the planning process and will ensure a cohesive plan for the events.

### Plan Ahead...As Much as Possible

Although all of the pre-wedding events are not planned by you, I can guarantee that your feedback, guest information, opinions, etc. will be solicited by those in charge. Take the initiative and create full guest lists for each event. Ideally, you should be pulling from the same master guest pool, but if you need to make alternate guest lists, do so now to avoid the headache of trying to pull all of the names, e-mails, addresses, etc. later. This process can take longer than you think.

With all of the upcoming events, make sure you don't forget about your wardrobe. I recommend taking care of this earlier rather than later. Find a day when you can investigate your options for each event, whether by surfing your favorite online boutiques or hitting the pavement. Don't wait until the last minute to find your ensembles as this will unnecessarily raise your stress level.

### Hire a Personal Assistant

If you have the means to do so, place an ad in a local coffee shop or take it digital by using an online search engine and hire a part-time personal assistant. If you're a little budget-conscious, hire a virtual assistant who will help with your bottom line.

With the wedding planning on your tail, a PA will help with various tasks that will arise: organizing guest lists, keeping your schedule together, planning meetings, coordinating travel arrangements and so on. With the amount of stress this will take away from you, it will be well worth it.

At the end of the day, the best advice I can offer is to not sweat the small stuff. I know it's a cliché but honestly, enjoy this time in your life with those closest to you. These events are designed with you and your fiancé in mind: to celebrate the people you are and the love you share. Don't worry if the custom cocktail napkins are ivory instead of white. Enjoy what your family and friends have planned for you and relish each and every moment.

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