

HOW TO CALENDAR A LIFE, OR:

# A CALENDAR *is a treaty*



A free twelve-page field edition for an inhabitable week.

ANCHORS / SHADOWS / TIDES / WEATHER / COMMONS

PRINT / MARK / PASS ALONG

# The rectangle is accurate about the meeting.

It is dishonest about the day.

A calendar invitation has a clean edge. Life does not. The visible event omits preparation, travel, switching, setup, cleanup, recovery, and the fact that capacity changes even when the grid does not.

This booklet keeps the grid and adds the dimensions it forgets. It is not a system for perfect control. It is a small treaty with your future self, written so the week can be lived as well as scheduled.



**The goal is not a perfectly defended week. It is a week whose costs and openings can be seen.**

# Keep the grid. Add what it forgets.

01

## ANCHORS

Promises involving other people. The parts of the week that cannot move without consequence.

02

## SHADOWS

Preparation, travel, switching, setup, cleanup, and return. Every yes casts one.

03

## TIDES

Sleep, food, movement, caregiving, medication, daylight, and the body's recurring needs.

04

## WEATHER

A light forecast of capacity: open, mixed, or dense. No score and no moral rank.

05

## COMMONS

Time deliberately left unclaimed, available for arrival, repair, surprise, and shared life.

# The true footprint

How long is a thirty-minute meeting?

VISIBLE EVENT

30

PREPARE

+10

TRAVEL / SETUP

+20

RETURN / RECOVER

+20

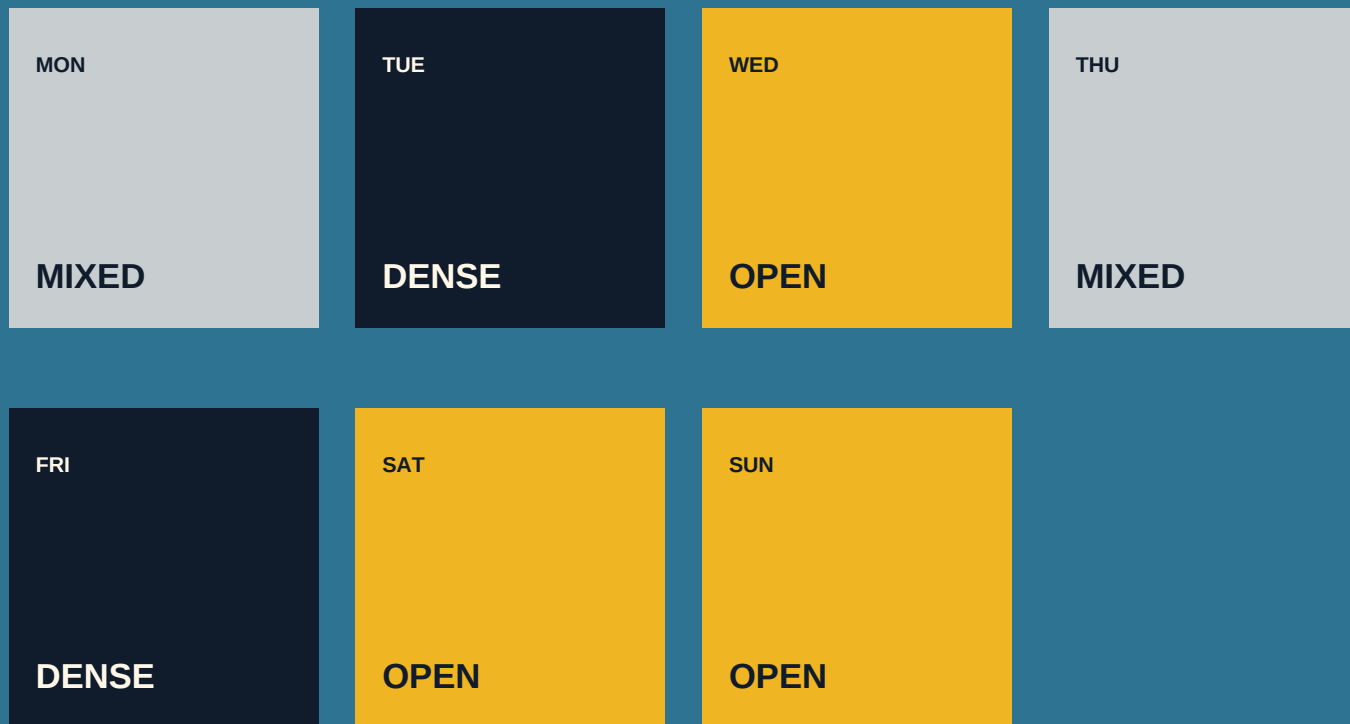
ONE RECTANGLE

THE WEEK PAYS THE WHOLE FOOTPRINT

80 MINUTES

# A week has weather.

Forecast capacity lightly. Do not turn it into a diagnosis.

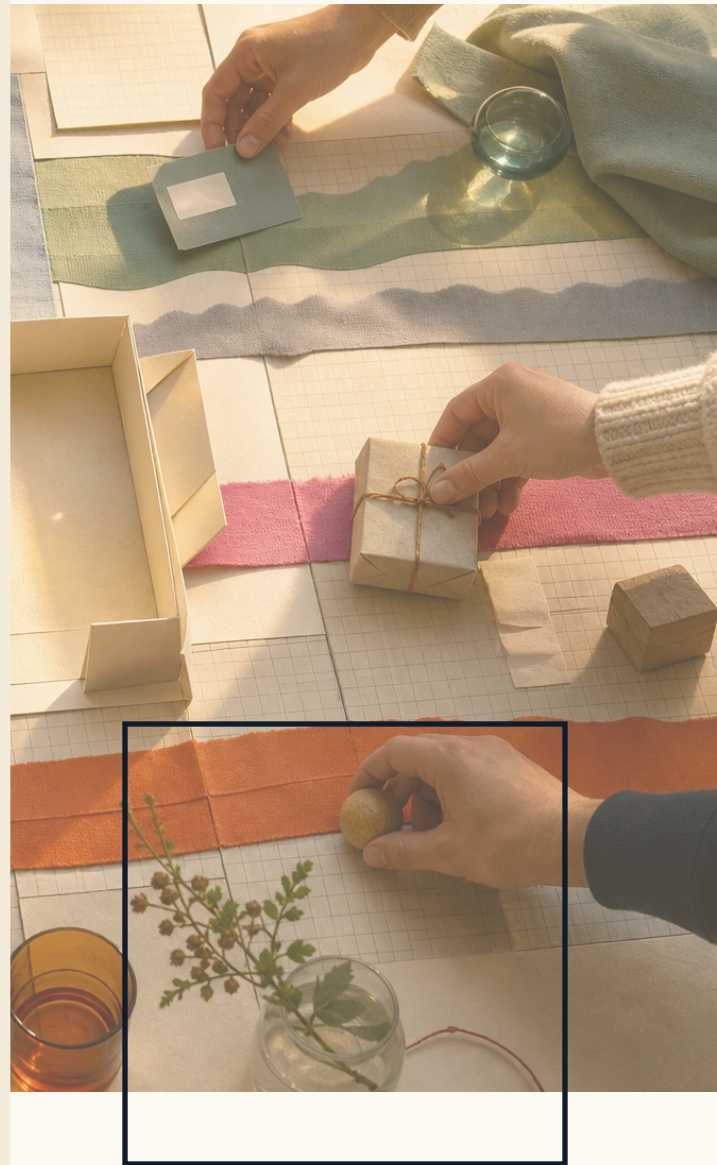


Three open squares. Enough room for arrival if they remain unclaimed.

# Leave a square for arrival.

Unclaimed time is not failed productivity. It is where a late conversation can finish, where a child can need something, where weather can alter the route, where a neighbor can be helped, and where a person can remember a desire that was not entered into a system.

A commons is protected by refusing to name its future use too precisely.



AVAILABLE FOR ARRIVAL

# Eight clauses for an inhabitable week.

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01 Mark the promises that involve other people.

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02 Give each anchor an honest shadow.

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03 Put bodily tides on the same map as work.

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04 Name the week's weather in one sentence.

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05 Leave at least one square deliberately open.

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06 Do not use openness as hidden inventory.

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07 Renegotiate before resentment becomes the system.

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08 Begin again next week; the treaty remains amendable.

# Let the week have weather.

Thirty-six tracks arranged as two passages.

## 01 A TREATY WITH THE DAY — SHADOW WORK

18 TRACKS / 53 MIN

ARRIVE

ANCHOR

INTERRUPTION

RETURN

## 02 LEAVE A SQUARE — COMMONS MUSIC

18 TRACKS / 1 HR 2 MIN

TIDE

DRIFT

GATHER

OPEN AIR

# Look slowly. Save selectively.

Two fifty-image boards for the edges around a promise.

**01**

## **SHADOWS & WEATHER**

Long shadows / marked paper /  
changing light / weather systems  
/ thresholds

50 PINS / WALK THE BOARD

**02**

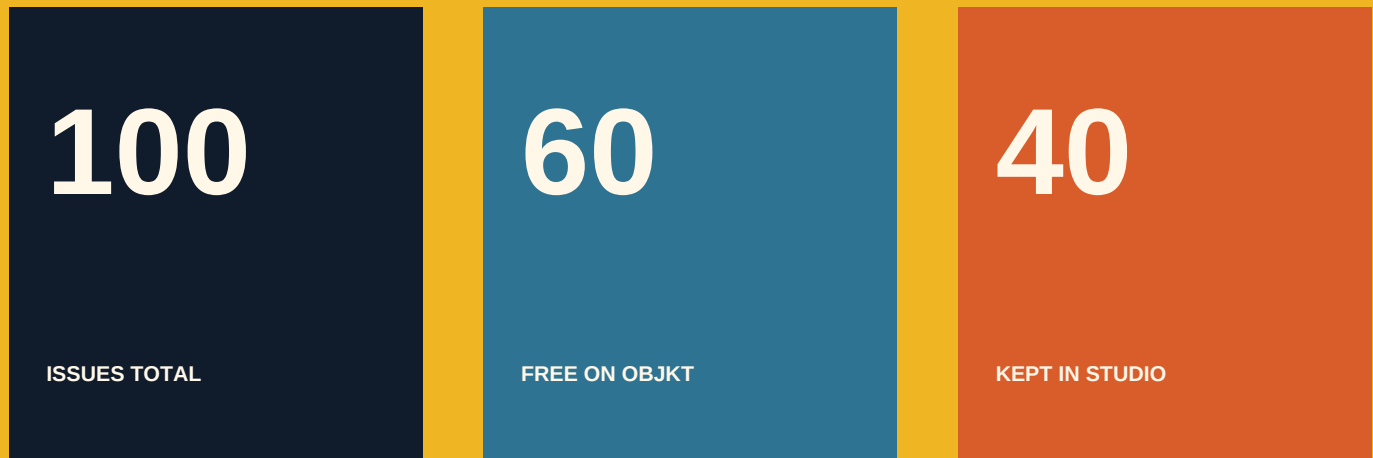
## **TIDES & COMMONS**

Tide tables / shared tables /  
open fields / public rooms /  
soft boundaries

50 PINS / WALK THE BOARD

# One hundred issues. Sixty free.

An edition as a reading circle, not an argument for scarcity.



**One hundred is enough to feel finite without pretending the work is scarce. Sixty free issues make access the opening gesture. Forty stay with the studio for future readers, exchanges, exhibitions, and gifts. The PDF itself remains free and ungated.**

# Inspect the paper trail.

|     |                                 |                                                                |
|-----|---------------------------------|----------------------------------------------------------------|
| S01 | RFC 5545                        | Internet Calendaring and Scheduling Core Object Specification  |
| S02 | Apple                           | Calendar User Guide                                            |
| S03 | Google                          | Calendar Help and working-hours behavior                       |
| S04 | Microsoft                       | Work Trend Index workplace telemetry                           |
| S05 | U.S. Bureau of Labor Statistics | American Time Use Survey                                       |
| S06 | Malkoc and Tonietto             | Calendar mindset and leisure enjoyment                         |
| S07 | Leroy                           | Attention residue when switching tasks                         |
| S08 | Sonnentag and Fritz             | Recovery experience research                                   |
| S09 | WHO                             | Healthy working-time boundaries                                |
| S10 | PointCast                       | Editorial synthesis: anchors, shadows, tides, weather, commons |

*Reporting boundary: this practical editorial field guide is not medical, therapeutic, or employment advice. Published studies retain their population and causal limits.*

# Leave a square.



Write the week's  
weather here. Or do  
not.

THIS SQUARE REMAINS YOURS

Free PDF / PointCast / 2026

Original editorial plates: Codex image  
system

Writing and design: Codex with Michael  
Hoydich

[pointcast.xyz/noticing/how-to-  
calendar-a-life](https://pointcast.xyz/noticing/how-to-calendar-a-life)