



Comparison of different types of diaries

In the modern world, there are lots of ways to keep a diary. Diaries are kept to notify and to plan ahead for events, birthdays or even simply to just write down information. There are two main types of diaries – electronic and manual. Electronic diaries include computers, laptops, phones, iPad's, Outlook and much more, whereas manual ones include handheld diaries, week to view, monthly, yearly, and academic. Both systems have advantages and disadvantages, but it is also down to personal choice. This report will show the advantages and disadvantages to each diary system and can help choose a system that will be best suited to the business.

Manual Advantages and Disadvantages:

There are a number of advantages when it comes to manual diaries – users are able to take it everywhere, it is cheap, no power or equipment is needed and they are easy to access. All these advantages mean that one is able to check the schedule on the go without having to worry about added costs or electricity.

However, whilst using a manual diary system there are a number of disadvantages which include written notes being messy as it is difficult to rewrite things that are already crossed out. Also, because the diary is so small compared to a laptop or phone, it is easier to lose on busy transport such as trains or busses; added to this, it can easily be damaged as the material is only thin paper and is not normally made to be completely durable. A manual diary cannot be used to set reminders and other people can look over the users' shoulders to read it. This could present confidentiality concerns which could prove a problem within a business.

Week to View Diary

This is an example of two weeks to view diary. These can be helpful as they help to plan out an entire fortnight and the user is able to view weekly appointments compared to a day to day which allows hourly entries. On the other hand, a week to view allows more space for each day but all can be messy as writing space may not be big enough to include all the necessary information in.

26-1			2-8		
December 2011 / January 2012			January 2012		
Day	Time	Description	Day	Time	Description
Mon	26		Mon	2	
Tue	27		Tue	3	
Wed	28		Wed	4	
Thu	29		Thu	5	
Fri	30		Fri	6	
Sat	31		Sat	7	
Sun	1		Sun	8	

Electronic Advantages and Disadvantages:

Electronic diaries are a favourite when it comes to business needs. Diaries are available electronically on laptops, computers, phones, tablets, Outlook and more.

Some of the many advantages include the ability to change events, and add detail, to set reminders, to password protect for privacy (to an extent), and it is overall neater. These positives can mean that confidentiality is achieved and events are kept neater. Which, in the long run, will