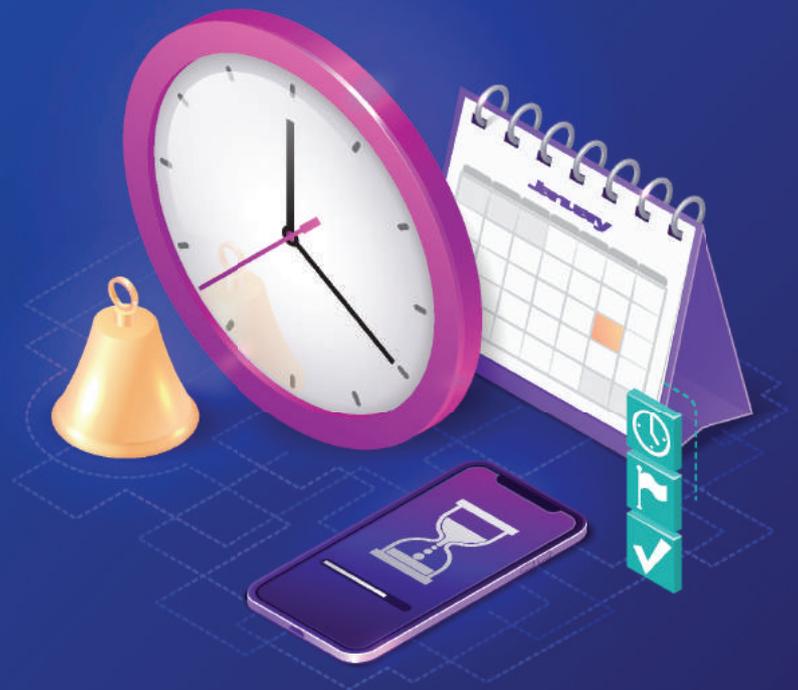




STEPS TO A MORE PRODUCTIVE YOU

Resolve to stop forgetting things
and to achieve more each day

If you control your tasks
they won't control you



These 9 steps – actually just
7 plus 2 optional ones – will
take up little of your time

Try them for a month, stick to
them, it may be a revelation



1

Choose to be organised

Your first step is to commit. If you are not used to the daily discipline of managing all your tasks in one place, and proactively organising yourself, then you might have to re-commit every day until it's a habit. It will become a habit in less than a fortnight, if done daily including weekends.

All in one place

Everything you need for the bathroom, you have in the bathroom. Everything you need for the kitchen, you have in the kitchen. Obvious? Well, many people have their tasks spread across post-its, notebooks, spreadsheets, chalkboards, brain etc. But if you're serious about never overlooking tasks, and for completing more of your tasks, then they all need to be in one place. So, get an app for this, then your tasks are not only in one place, they are safely backed up.

If you choose Audacity you can add tasks to the app by typing, by talking ("Hey Siri, create a task in Audacity"), by forwarding an email to me@audacitytasks.com, or by sharing from another app such as Twitter.

2

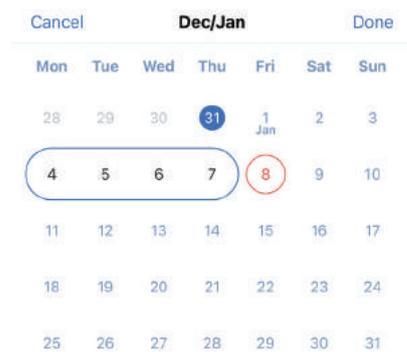
3

Work dates and deadlines

By default, newly-created tasks appear with a work date of today. This ensures you don't overlook them. If today isn't the work day for a task you can easily change that with a couple of taps – or even turn it into a range of dates eg Wednesday to Friday next week.

You can optionally set a deadline as well as a work date, and be alerted when it's approaching or missed.

When a new day comes around, the Today screen shows all tasks scheduled for that day – plus any scheduled for the past but not yet completed. Nothing is overlooked.



Plan tomorrow, today

Research shows that people sleep better when they know what tomorrow holds for them. More importantly, you'll sleep more soundly when you believe that tomorrow's tasks are achievable.

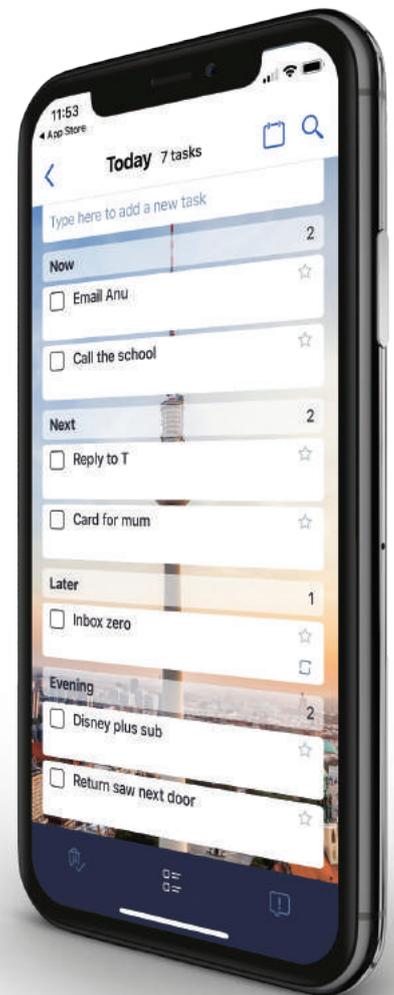
So, use the Tomorrow screen to drag tasks into the appropriate time buckets. Defer the ones which you have no chance of achieving. Maybe even Delete, because sometimes tasks become irrelevant. You're left with a plan for tomorrow which is a guarantee that you won't miss anything important. Nite Nite, sweet dreams.

4

5

An agile day

Your days rarely go to plan, right? Audacity's unique time buckets approach means that you can re-envision your day in seconds. Kind of like you would have done with a bunch of post-it notes in the old days. Add a new urgent task to 'Now'. Drag something to 'Later' if it's not a must-do and might not make the cut for today's work. Swipe left and tap +1 to push a task to tomorrow. Yup, that reflects the new ideal plan for today. So, go to work on the top task without any worry in the back of your mind that you've forgotten something.



6

Groundhog tasks

Some tasks repeat every day, every week, maybe some are twice a week. You can tell Audacity to remind you of these tasks on exactly the right days. When that day comes around, and depending on your workload, you can complete them, or skip them for that day.



7

Take the strain off your brain

Sometimes it's not enough to know that a task should happen on a certain day – you want to be reminded of it at a particular time. Setting a reminder is a relief to your overworked brain, which no longer has to worry about remembering. In Audacity reminders can be Apple alerts or emails or both. As a bonus if you choose email you'll be sent a random image which might just spark some creativity around the task

8

Organise and Categorise (Optional)

You can put your tasks into Lists/Projects. You can Star them. You can add hashtags such as #TopPriority, #Personal, #Family. You can create subtasks. But you don't have to do any of these things if you want to take a more laid-back approach to being organised.

Share and discuss (Optional)

You can set a List to be shared, and connect a Team to it. That 'team' might be your partner, family, or friends/colleagues. They can then see the tasks in the list/project; you can assign tasks and subtasks to each other and be notified when something has been assigned or completed. You can real time chat about a task, and share attachments.

9

