

# A Day with FiVe and TaskPaper


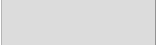
The Final Version of Mark Forster's Time Management System

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<http://www.markforster.net> <http://www.hogbaysoftware.com>

Document created by Stefano F. Rausch

This document will show a possible set up for and usage of TaskPaper, both Mac and Touch, while following the strict instructions of the Final Version.

*Please do visit the respective web sites for more information in depth regarding the simplicity and power of the tools used.*

Just follow the highlighting in TaskPaper Mac (  ) and Touch (  ) and read the comments on each page to get an idea how the work "flow" is really easy with the approach suggested.

I have shamelessly taken over the idea of Andreas Hofmann he used to introduce Mark Forster's Autofocus v4 as well as some of Mark's sample tasks. Thank you Mark and Andreas!

One important aspect has to be mentioned before starting: active tasks are TaskPaper notes and preselected tasks are TaskPaper tasks!

Let us get our hands dirty and start with an existing small list of tasks to knock off. Everything else will be explained on the following pages as we go through the list, step by step.

Have fun and enjoy - Happy Getting Things Done!

**Inbox:****Business:**

Weed Old Accounts

Investigate ways of marketing and selling E-book

Approaching businesses?

Sort out domain hosting

Check details needed by Travel Agency

Schedule for Newsletters?

Write E-book

Tidy Office

**Personal:**

Cancel Insurance Policies

Write Henry S.

Contribute to P & Y's Charity

Buy Guillotine

Ring Ben's Gutters

Get Phoenix Insurance Claim signed

Photo Plus Manual

Photos for Facebook

**Archive:**

Business and Personal are the current AoRs ( Areas of Responsibility ), i.e. projects that are ongoing and can't be completed.
--

**Inbox:****Business:**

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Being self-employed I do start with and focus on my business stuff.
--

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**Archive:**

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The first task becomes the benchmark and I ask myself: "What do I want to do before I Weed Old Accounts?"

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**Archive:**

**Inbox:****Business:****– Weed Old Accounts**

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I go through the business list until I find a task "standing out".
--

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**Archive:**

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**Archive:**

There we go!

As you have seen with the first benchmark task, the preselection method is easy. Just change the type of the entry from note to task, by adding a hyphen at the beginning.

This task now becomes the next benchmark and I ask myself: "What do I want to do before I Sort out domain hosting?"

**Inbox:****Business:****– Weed Old Accounts**

Investigate ways of marketing and selling E-book

Approaching businesses?

**– Sort out domain hosting**

Check details needed by Travel Agency ←

Schedule for Newsletters?

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Photos for Facebook

**Archive:**

I continue to go through the list to find the next task "standing out" and repeat the preselection procedure until I reach the end of the business list.

**Inbox:****Business:**

- Weed Old Accounts

Investigate ways of marketing and selling E-book

Approaching businesses?

- Sort out domain hosting
- Check details needed by Travel Agency ←

Schedule for Newsletters?

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**Archive:**

I have reached the end of the list and my preselection list is ready to be worked off.
--

**Business:**

- Weed Old Accounts
- Sort out domain hosting
- Check details needed by Travel Agency
- Tidy Office ←

To make life easy I have applied the following simple search filter to let me really focus on the tasks at hand:

not project matches "Inbox\Archive" and type = "task"

Now let us tackle the tasks according to the FiVe rules in reverse order.



**Business:**

- Weed Old Accounts
- Sort out domain hosting
- Check details needed by Travel Agency ←

If you don't need to rewrite a task or to archive it, just delete it as I have done with the previous one.

**Business:**

- Weed Old Accounts
- Sort out domain hosting

compile needed by Travel Agency ←

Good. I have started to work "little and often" on this task and hence have reverted the item's status back to normal, by removing the hyphen at the beginning.

After having worked on the task I have to move it to the end of the business list. This is achieved within TaskPaper Mac with the following AppleScript I wrote:

<http://www.hogbaysoftware.com/wiki/MoveSelectedEntriesToEndOfProject>

Note: TaskPaper Touch does this as a standard, which is nice!

Let us work on the next task.

**Business:**

- Weed Old Accounts
- Sort out domain hosting ←

**Business:**

– Weed Old Accounts

Sort out domain hosting ←

**Business:**

– Weed Old Accounts ←

Before tackling this task, I remember that I would like to read some books.

To avoid to have to go to the Inbox or to the Personal project I use the Quick Entry feature of TaskPaper and can immediately continue to work on the last item of the list.

It is important to "unload" the brain by immediately processing the items in one's mind to the Inbox, if there is a time constraint, or preferably to the respective AoR. While working on a preselected list of tasks I do avoid jumping around TaskPaper to stay focused as mentioned before.

**Business:**

Well done! The preselected list is knocked off. Let us peek at the other tasks, by cancelling the search filter.

**Inbox:**

"Taxi Driver"

"Fanny Cradock"

"I Know Where I'm Going"

"The Edge of the World"

**Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

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**Personal:**

Cancel Insurance Policies

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Photos for Facebook

**Archive:**

**Inbox:**

"Taxi Driver" ←

"Fanny Cradock"

"I Know Where I'm Going"

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**Archive:**

I will now process the Inbox and move the tasks to the respective AoRs to achieve "Inbox Zero".

If you prefer, you can do it once a day either in the evening or the morning, or at certain regular intervals. From a sequence point of view it doesn't matter as long you are consequent to either dump your thoughts into the Inbox or always in the respective AoR. Just don't mix the approaches.

As you have seen I do prefer to empty the Inbox as soon as I have tackled all the tasks in the preselected list I am working on.



**Inbox:**

"Fanny Cradock"

"I Know Where I'm Going"

"The Edge of the World"

**Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

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**Personal:**

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Photos for Facebook

"Taxi Driver" ←

**Archive:**

**Inbox:**

"Fanny Cradock" ←

"I Know Where I'm Going"

"The Edge of the World"

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"Taxi Driver"

**Archive:**

**Inbox:**

"I Know Where I'm Going"

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"Taxi Driver"

"Fanny Cradock" ←

**Archive:**

**Inbox:**

"I Know Where I'm Going" ←

"The Edge of the World"

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"The Edge of the World"

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"Fanny Cradock"

"I Know Where I'm Going" ←

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"The Edge of the World" ←

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"Taxi Driver"

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"The Edge of the World"

Now I want to do some personal stuff and will follow the same procedure as I did with the business list.

**Archive:**



**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile needed by Travel Agency

Sort out domain hosting

**Personal:**

— Cancel Insurance Policies ←

Write Henry S.

Contribute to P & Y's Charity

Buy Guillotine

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Get Phoenix Insurance Claim signed

Photo Plus Manual

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**Personal:**

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— Photos for Facebook

"Taxi Driver"

"Fanny Cradock"

— "I Know Where I'm Going"

"The Edge of the World" ←

**Archive:**



**Personal:**

- Cancel Insurance Policies
- Write Henry S.
- Contribute to P & Y's Charity
- Photos for Facebook
- "I Know Where I'm Going" ←

You don't have to apply the search filter to focus on the preselected list. However, that's my way of working.

**Personal:**

- Cancel Insurance Policies
- Write Henry S.
- Contribute to P & Y's Charity
- Photos for Facebook

"I Know Where I'm Going" ←

**Personal:**

- Cancel Insurance Policies
- Write Henry S.
- Contribute to P & Y's Charity
- Photos for Facebook ←

**Personal:**

- Cancel Insurance Policies
- Write Henry S.
- Contribute to P & Y's Charity ←

**Personal:**

- Cancel Insurance Policies
- Write Henry S. ←

**Personal:**

- Cancel Insurance Policies ←

**Personal:**

Cancel Insurance Policies 

**Personal:**



**Inbox:****Business:**

Investigate ways of marketing and selling E-book  
Approaching businesses?  
Schedule for Newsletters?  
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Sort out domain hosting

**Personal:**

Buy Guillotine  
Ring Ben's Gutters  
Get Phoenix Insurance Claim signed  
Photo Plus Manual  
"Taxi Driver"  
"Fanny Cradock"  
"The Edge of the World"  
"I Know Where I'm Going"  
Cancel Insurance Policies

**Archive:**

Ok. One session of business tasks and personal tasks sucessfully worked off!

Ups. I nearly forgot, that I have to go into town for some errands. I will take my iPad with me, for I am looking forward to enjoying a Cappuccino too, while doodling. I am off now.

But wait! Before rushing into town I have to:

- save the current document
- close the TaskPaper window
- quit Taskpaper

to make sure that the syncing via Dropbox does not fail me.

Don't deviate from this order. Reason being: the official version of Dropbox does currently not support merging. Keep that in mind.

What you will see now on the following pages does apply to the iPhone too. The nice thing about TaskPaper is the fact that the Touch version is universal. Thanks Jesse!

I did choose the iPad just for better demonstration purposes.

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Approaching businesses?  
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Sort out domain hosting

**Personal:**

Buy Guillotine  
Ring Ben's Gutters  
Get Phoenix Insurance Claim signed  
Photo Plus Manual  
"Taxi Driver"  
"Fanny Cradock"  
"The Edge of the World"  
"I Know Where I'm Going"  
Cancel Insurance Policies

**Archive:**

I am in town now and want to get rid off the errands.

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**Personal:**

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"Taxi Driver"

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Approaching businesses?

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Sort out domain hosting

**Personal:****– Buy Guillotine**

Ring Ben's Gutters

Get Phoenix Insurance Claim signed

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

**Archive:**

The preselection of tasks in the Touch version can alternatively be done as follows:

- either follow the same route as with TaskPaper Mac and manually add a hyphen at the beginning of the active task

- or tap on the action menu ( ... ) and choose the respective command

Go and figure which variant you will like more.

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile needed by Travel Agency

Sort out domain hosting

**Personal:**

– Buy Guillotine

Ring Ben's Gutters

Get Phoenix Insurance Claim signed

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile needed by Travel Agency

Sort out domain hosting

**Personal:**

– Buy Guillotine

Ring Ben's Gutters

Get Phoenix Insurance Claim signed

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile needed by Travel Agency

Sort out domain hosting

**Personal:**

– Buy Guillotine

Ring Ben's Gutters

– Get Phoenix Insurance Claim signed

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

**Archive:**



**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile needed by Travel Agency

Sort out domain hosting

**Personal:**

– Buy Guillotine

Ring Ben's Gutters

– Get Phoenix Insurance Claim signed

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book  
Approaching businesses?  
Schedule for Newsletters?  
Write E-book  
compile needed by Travel Agency  
Sort out domain hosting

**Personal:**

- Buy Guillotine
  - Ring Ben's Gutters
- Get Phoenix Insurance Claim signed
  - Photo Plus Manual
  - "Taxi Driver"
  - "Fanny Cradock"
  - "The Edge of the World"
  - "I Know Where I'm Going"
  - Cancel Insurance Policies

**Archive:**

---

**Inbox:****Business:**

Investigate ways of marketing and selling E-book  
Approaching businesses?  
Schedule for Newsletters?  
Write E-book  
compile needed by Travel Agency  
Sort out domain hosting

**Personal:**

- Buy Guillotine
  - Ring Ben's Gutters
- Get Phoenix Insurance Claim signed
  - Photo Plus Manual
  - "Taxi Driver"
  - "Fanny Cradock"
  - "The Edge of the World"
  - "I Know Where I'm Going"
  - Cancel Insurance Policies

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book  
Approaching businesses?  
Schedule for Newsletters?  
Write E-book  
compile needed by Travel Agency  
Sort out domain hosting

**Personal:**

- Buy Guillotine
  - Ring Ben's Gutters
- Get Phoenix Insurance Claim signed
  - Photo Plus Manual
  - "Taxi Driver"
  - "Fanny Cradock"
  - "The Edge of the World"
  - "I Know Where I'm Going"
  - Cancel Insurance Policies

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book  
Approaching businesses?  
Schedule for Newsletters?  
Write E-book  
compile needed by Travel Agency  
Sort out domain hosting

**Personal:**

- Buy Guillotine
  - Ring Ben's Gutters
- Get Phoenix Insurance Claim signed
  - Photo Plus Manual
  - "Taxi Driver"
  - "Fanny Cradock"
  - "The Edge of the World"
  - "I Know Where I'm Going"
  - Cancel Insurance Policies

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book  
Approaching businesses?  
Schedule for Newsletters?  
Write E-book  
compile needed by Travel Agency  
Sort out domain hosting

**Personal:**

- Buy Guillotine
    - Ring Ben's Gutters
  - Get Phoenix Insurance Claim signed
    - Photo Plus Manual
    - "Taxi Driver"
    - "Fanny Cradock"
    - "The Edge of the World"
    - "I Know Where I'm Going"
- Cancel Insurance Policies

**Archive:**

🔍 not project matches "InboxArchive" and type = "task" +

---

**Personal:**

- Buy Guillotine
- Get Phoenix Insurance Claim signed

Did you notice the  
search filter at the top?



🔍 not project matches "Inbox\Archive" and type = "task" +

---

## Personal:

– Buy Guillotine

Now 2 urgent tasks  
come into my mind and I  
will immediately add  
them and work on them.





🔍 not project matches "Inbox\Archive" and type = "task" +

---

**Personal:**

- Buy Guillotine
- Restaurant L's birthday?



🔍 not project matches "Inbox\Archive" and type = "task" +

---

**Personal:**

- Buy Guillotine
- Restaurant L's birthday?
- Card for L



🔍 not project matches "Inbox\Archive" and type = "task" +

---

**Personal:**

- Buy Guillotine
- Restaurant L's birthday?



🔍 not project matches "InboxArchive" and type = "task" +

---



## Personal:

– Buy Guillotine

Restaurant L's birthday?

To update the view in the Touch version one has to cancel the search and to re-apply it again. Not optimal, but viable for the time being.



 not project matches "Inbox\Archive" and type = "task" 

---

## **Personal:**

– Buy Guillotine



**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile needed by Travel Agency

Sort out domain hosting

Yes, the Cappuccino is really good here ...

Having some free time I want to do a small review to make sure that I am fully aware what is next, when I am back home.

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**



**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

---

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

Oh, this task seems not to be complete description-wise. I am going to correct it.

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile details needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile details needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile details needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile details needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile details needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**



**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile details needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile details needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile details needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile details needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile details needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile details needed by Travel Agency

Sort out domain hosting

I have the overview now ... it is time to go back home.

I quit TaskPaper Touch, i.e. removing it from the multi-task bar too, to make sure that the syncing works flawlessly and off I go.

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

Back home, the syncing via Dropbox on my Mac does not take long.

I fire up TaksPaper and am ready for the last session, before calling it a day.

**Inbox:****Business:**

Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile details needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

This time I want not to focus only on one specific AoR at a time, but use the whole list. Let us see what can be managed that way.



## **Inbox:**

### **Business:**

Investigate ways of marketing and selling E-book ←

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile details needed by Travel Agency

Sort out domain hosting

### **Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

### **Archive:**

## **Inbox:**

### **Business:**

— Investigate ways of marketing and selling E-book ←

Approaching businesses?

Schedule for Newsletters?

Write E-book

compile details needed by Travel Agency

Sort out domain hosting

### **Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

### **Archive:**

## **Inbox:**

### **Business:**

— Investigate ways of marketing and selling E-book

Approaching businesses? ←

Schedule for Newsletters?

Write E-book

compile details needed by Travel Agency

Sort out domain hosting

### **Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

### **Archive:**

## **Inbox:**

### **Business:**

— Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters? ←

Write E-book

compile details needed by Travel Agency

Sort out domain hosting

### **Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

### **Archive:**

## **Inbox:**

### **Business:**

— Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

Write E-book ←

compile details needed by Travel Agency

Sort out domain hosting

### **Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

### **Archive:**

## **Inbox:**

### **Business:**

- Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

- Write E-book ←

compile details needed by Travel Agency

Sort out domain hosting

### **Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

### **Archive:**

## **Inbox:**

### **Business:**

- Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

- Write E-book

compile details needed by Travel Agency ←

Sort out domain hosting

### **Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

### **Archive:**

## **Inbox:**

### **Business:**

- Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

- Write E-book

compile details needed by Travel Agency

Sort out domain hosting ←

### **Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

### **Archive:**



## **Inbox:**

### **Business:**

- Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

- Write E-book

compile details needed by Travel Agency

Sort out domain hosting

### **Personal:**

Ring Ben's Gutters ←

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

### **Archive:**

## **Inbox:**

### **Business:**

- Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

- Write E-book

compile details needed by Travel Agency

Sort out domain hosting

### **Personal:**

Ring Ben's Gutters

Photo Plus Manual ←

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

### **Archive:**

## **Inbox:**

### **Business:**

- Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

- Write E-book

compile details needed by Travel Agency

Sort out domain hosting

### **Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver" ←

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

### **Archive:**

## **Inbox:**

### **Business:**

- Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

- Write E-book

compile details needed by Travel Agency

Sort out domain hosting

### **Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock" ←

"The Edge of the World"

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

### **Archive:**

## **Inbox:**

### **Business:**

- Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

- Write E-book

compile details needed by Travel Agency

Sort out domain hosting

### **Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World" ←

"I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

### **Archive:**

## **Inbox:**

### **Business:**

- Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

- Write E-book

compile details needed by Travel Agency

Sort out domain hosting

### **Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

"I Know Where I'm Going" ←

Cancel Insurance Policies

Restaurant L's birthday?

### **Archive:**

**Inbox:****Business:**

- Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

- Write E-book

compile details needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

- "I Know Where I'm Going" ←

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

Somehow I do need a motivation for starting to write the e-book. Why not read another chapter beforehand?
---

**Inbox:**

pay house rent @day(2012-03-18) every month ←

**Business:**

- Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

- Write E-book

compile details needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

- "I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday?

**Archive:**

I just moved into a new house and nearly forgot that I have to pay the rent on a monthly basis.

Due to the fact that I don't want to clutter too much my calendar - I mainly use it for appointments and meetings so that they do stand out accordingly - I will ask TP and FiVe to remind me in due time.



**Inbox:**

pay house rent @day(2012-03-18) every month

**Business:**

- Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

- Write E-book

compile details needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

- "I Know Where I'm Going" ←

Cancel Insurance Policies

Restaurant L's birthday?

I have to scan the rest of the list.
--------------------------------------

**Archive:**

**Inbox:**

pay house rent @day(2012-03-18) every month

**Business:**

- Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

- Write E-book

compile details needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

- "I Know Where I'm Going"

Cancel Insurance Policies ←

Restaurant L's birthday?

**Archive:**

**Inbox:**

pay house rent @day(2012-03-18) every month

**Business:**

- Investigate ways of marketing and selling E-book

Approaching businesses?

Schedule for Newsletters?

- Write E-book

compile details needed by Travel Agency

Sort out domain hosting

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

- "I Know Where I'm Going"

Cancel Insurance Policies

Restaurant L's birthday? ←

**Archive:**

**Business:**

- Investigate ways of marketing and selling E-book
- Write E-book

**Personal:**

- "I Know Where I'm Going" ←

**Business:**

- Investigate ways of marketing and selling E-book
- Write E-book

**Personal:**

"I Know Where I'm Going" ←

**Business:**

- Investigate ways of marketing and selling E-book
- Write E-book ←

**Personal:**

**Business:**

- Investigate ways of marketing and selling E-book

Write E-book ←

**Personal:**

Having started to write the e-book I have in mind does indeed help / motivate me to do the needed investigation marketing-wise too. Isn't his structured procrastination?

**Business:**

- Investigate ways of marketing and selling E-book ←

**Personal:**



**Business:**

Investigate ways of marketing and selling E-book ←

**Personal:**

**Business:**

**Personal:**

### **Inbox:**

pay house rent @day(2012-03-18) every month

### **Business:**

Approaching businesses?

Schedule for Newsletters?

compile details needed by Travel Agency

Sort out domain hosting

Write E-book

Investigate ways of marketing and selling E-book

### **Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

Cancel Insurance Policies

Restaurant L's birthday?

"I Know Where I'm Going"

### **Archive:**

**Inbox:**

pay house rent @day(2012-03-18) every month ←

**Business:**

Approaching businesses?

Schedule for Newsletters?

compile details needed by Travel Agency

Sort out domain hosting

Write E-book

Investigate ways of marketing and selling E-book

Remember? I like to clear the Inbox as soon as possible.

However, this is a new type of task. It is scheduled - as a showcase only - for today ( you will see later why ) and it is recurring. To have it handled automatically by my set up, I will mark it as a preselected task, and move it to a new AoR, which is specifically designed for it.

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

Cancel Insurance Policies

Restaurant L's birthday?

"I Know Where I'm Going"

**Archive:**

**Inbox:**

— pay house rent @day(2012-03-18) every month ←

**Business:**

Approaching businesses?

Schedule for Newsletters?

compile details needed by Travel Agency

Sort out domain hosting

Write E-book

Investigate ways of marketing and selling E-book

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

Cancel Insurance Policies

Restaurant L's birthday?

"I Know Where I'm Going"

**Archive:**

**Inbox:**

— pay house rent @day(2012-03-18) every month ←

**Business:**

Approaching businesses?

Schedule for Newsletters?

compile details needed by Travel Agency

Sort out domain hosting

Write E-book

Investigate ways of marketing and selling E-book

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

Cancel Insurance Policies

Restaurant L's birthday?

"I Know Where I'm Going"

**Scheduled:****Archive:**

**Inbox:**

— pay house rent @day(2012-03-18) every month ←

**Business:**

Approaching businesses?

Schedule for Newsletters?

compile details needed by Travel Agency

Sort out domain hosting

Write E-book

Investigate ways of marketing and selling E-book

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

Cancel Insurance Policies

Restaurant L's birthday?

"I Know Where I'm Going"

**Scheduled:**

**Personal:**

**Archive:**

**Inbox:****Business:**

Approaching businesses?

Schedule for Newsletters?

compile details needed by Travel Agency

Sort out domain hosting

Write E-book

Investigate ways of marketing and selling E-book

**Personal:**

Ring Ben's Gutters

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

Cancel Insurance Policies

Restaurant L's birthday?

"I Know Where I'm Going"

**Scheduled:****Personal:**

— pay house rent @day(2012-03-18) every month ←

This is sorted.
-----------------

**Archive:**



**Inbox:****Business:**

Approaching businesses?

Schedule for Newsletters?

compile details needed by Travel Agency

Sort out domain hosting

Write E-book

Investigate ways of marketing and selling E-book

**Personal:**

Ring Ben's Gutters ←

Photo Plus Manual

"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

Cancel Insurance Policies

Restaurant L's birthday?

"I Know Where I'm Going"

Having scheduled the house rent I want to re-focus again on the personal stuff only.

**Scheduled:****Personal:**

— pay house rent @day(2012-03-18) every month

**Archive:**

**Inbox:****Business:**

Approaching businesses?

Schedule for Newsletters?

compile details needed by Travel Agency

Sort out domain hosting

Write E-book

Investigate ways of marketing and selling E-book

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— Ring Ben's Gutters ←

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"Taxi Driver"

"Fanny Cradock"

"The Edge of the World"

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**Scheduled:****Personal:**

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Instead of using the simple search filter as before, I will now show you the full featured one I apply on an every day basis:

not project matches "Inbox|Archive" and type = "task" and ( not project = "Scheduled" or @day <= "%Y-%m-%d" ) and not @someday and ( not @done or @done <= "%@-1M%Y-%m-%d" )

The sub-search: not project = "Scheduled" or @day <= "%Y-%m-%d" does ensure that scheduled items do only show during filtering, if the date is not in the future. I leave it to you to find out how the rest of the search term does work.

Now we have succeeded in having an automatic preselected item, when the time is right, without us having to do anything. After having tackled that specific task leaving it as preselected, change only the value of the @day tag to a date in the future and you are set.

**Personal:**

- Ring Ben's Gutters
- Restaurant L's birthday?
- "I Know Where I'm Going"

**Scheduled:****Personal:**

- pay house rent @day(2012-04-18) every month ←

**Personal:**

- Ring Ben's Gutters
- Restaurant L's birthday?
- "I Know Where I'm Going" ←

I have updated the view  
with the CMD-U shortcut.

**Personal:**

- Ring Ben's Gutters
  - Restaurant L's birthday?
- "I Know Where I'm Going" ←

**Personal:**

- Ring Ben's Gutters
- Restaurant L's birthday? ←



## **Personal:**

— Ring Ben's Gutters

Restaurant L's birthday? ←

**Personal:**

- Ring Ben's Gutters ←

**Personal:**

Again the CMD-U shortcut has been used, just to motivate even more - a blank slate!

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**Archive:**

Cancelling the search does reveal all ( future ) tasks still outstanding. However, this is enough for today. I will enjoy the evening.

I do hope that the demonstration did give you valuable input. Should you have any further questions, don't hesitate to contact me via the known channels.

Again, have fun exploring both the Final Version as well as TaskPaper!

Cheers

Stefano F. Rausch - Johannesburg 18 March 2012

P.S.: I finally should throw light on 2 possible misteries: ( 1 ) The TaskPaper Mac theme used can be downloaded at <http://www.hogbaysoftware.com/wiki/ZenMindLikeWater>. ( 2 ) To make any use of the full futured search filter / term you need to install the TextExpander Mac and Touch version, which can be bought in the AppStore and in iTunes.