

THL TIP00: Some tips

The first few tips should be read TIP01, TIP02 ..TIP10 as they build on each other. Almost all of the rest can be done in isolation. Whilst this is a long document, you will get an immediate benefit even with just TIP01, which will take less than 5 minutes.

Some sample screenshots have been added at the end of this document.(Screenshots - Appendix 5). Please look at these first briefly before reading text. You may find it helpful to print out the screenshots for reference. (Alternatively copy the pdf file and then open both the original and the copy in Preview. by clicking on the files in Finder. This means you can have two different pages open at the same time) Appendix 3 - Essentials, Advanced Tips and FAQ from the THL website. There is a also a one page summary of shortcut keystrokes. (Appendix 1), laid out so it is a one page print; and the Revision History of this document is Appendix 2. Appendix 4 is Priority Payoff matrix system with some suggested Smart Folders.

One or two of the tips are flagged as DRAFT. I have included them now for completeness and they may help someone immediately. They will be finalised as soon as possible.

The TIPS have been renumbered for the Second Edition, and grouped together based on functionality.

None of the tips will take very long to try, typically 1-4 minutes each depending on how fast your mouse can move. So I suggest you have a quick look at the pictures at the end and then work through TIPS 01 to 10.

Jonathon

PS Any comments or questions to feedback@zyxnet.co.uk.

PPS: Legal bit: I have done my best, but these tips are offered on "use at your own risk" basis.

THL TIP01: Global Search workaround

Create a smart folder named GLOBAL SEARCH with the rule

ALL

completed is not completed.

If you want everything, including completed items, then you need

ANY

completed is completed

completed is not completed.

You then enter your search text in the search box bottom right of window.

THL TIP02 : Nesting smart folders inside each other

It is possible to nest smart folders *inside each other*. This can be very useful.

When doing these examples, please create the smart folders REFERENCE and LIVE ITEMS, as these are reused by other definitions.

THL TIP03: The REFERENCE folder

This is also very easy to do. Somewhere to keep ad hoc notes.

Create a folder at the top level and name it REFERENCE.

Add a list called say Notepad to it.

You can keep your reference notes in this list

Drag the Learn the THL hint list into this reference folder as a list.

So the REFERENCE folder has two LISTS, NOTEPAD and the "Learn the Hot List"

THL TIP04: Show number of actions

"Show number of actions" is enabled by clicking on the config icon (bottom left of screen).



THL TIP05: Holding down the OPTION key changes date display to +/- days

If you hold down the OPTION key, the date columns display the number of days (+ or -) for the item

THL TIP06: Smart folder: to enter a sub rule hold down the OPTION key

When defining a smart folder, if you hold down the OPTION key, the "+" changes to "...". A sub rule template is created when you click on the "...".

THL TIP07: COMPLETED task smart folder and CANCELLED smart folder

This is the easiest smart folder to create and is useful when you have hit the space bar by accident and therefore completed a task. You then cannot find the item. The smart folder is defined/named as COMPLETED.

COMPLETED

All of the following are true
Complete is completed.

Another useful smart folder is CANCELLED.

Create another smart folder CANCELLED defined as

CANCELLED

All of the following are true
Cancelled is cancelled.

Finally define another smart folder COMPLETEDorCANCELLED as

COMPLETEDorCANCELLED

<<<Just create this one for the moment

ANY of the following are true
Complete is completed.
Cancelled is cancelled.

Later, you may decide only to use this last one, and delete the other two smart folders. (See pic in appendix),

THL TIP08: Create a "@F" context for future items

By adding this to future items, it is easy to "hide" items from the current focus without moving them from your current list. This is explained in more detail in the **GTD tip** (one of the last tips). Just add one "@F" to an item for the moment.

THL TIP09 : Live Items <<<< Very useful tip! re-used in many other definitions.

I cannot stress how important this smart folder definition is.

We can use this to just focus on the current items that matter
So based on the earlier tips above, we define three smart folders

ALL LIVE ITEMS**LIVE ITEMS****FUTURE ITEMS**

<<Just do this one for next tip

ALL LIVE ITEMS

All of the following are true
Completed is not completed
Cancelled is not cancelled
List or Folder is not REFERENCE <<<using a nested smart folder

LIVE ITEMS

<<<Just do this one for the moment

All of the following are true
Tag is not @F <<< only difference
Completed is not completed
Cancelled is not cancelled
List or Folder is not REFERENCE

and we define the smart folder **FUTURE ITEMS**

FUTURE ITEMS

All of the following are true

Tag is @F

<<< only difference

Completed is not completed

Cancelled is not cancelled

List or Folder is not REFERENCE

THL TIP10: Smart Folder HIGH PRIORITY using LIVE ITEMS

This uses the earlier definitions of REFERENCE and LIVE ITEMS,
and assumes you have some tagged items with priority

Create a Smart Folder HIGH PRIORITY using LIVE ITEMS

All of the following are true

List or folder is LIVE ITEMS

Priority is at most 4

As you are now using priority, you may also wish to define smart folder MISSING PRIORITY

MISSING PRIORITY

ALL of the following are true

List or Folder is ALL LIVE ITEMS

Priority is not set.

in order to find entries with no priority set.

===== The rest of the TIPS can be read / done later =====

THL TIP11: On Hold folder for pending actions

Sometimes you have completed an action and you are waiting on a response.
You can either mark the task as completed and add a new task for the response.

An alternative approach which shows up quite well as in some/most views the folder name is shown is to do
the following (use your own names as appropriate..)

Create a Folder ON HOLD

Create Lists within folder ON HOLD defined as

Waiting on Susan/John/Boss etc

Waiting approval

Waiting callback

Review Saturday

Pending

Someday Maybe

You just drag the "pending" item to the appropriate folder.

Alternatively you could create either contexts (@..) or tags (/..) for the different situations and create new
smart folders to filter on these.

THL TIP12: Using TheHitList for Billing

This question occurred on TheHitList forum.

If you were to flag items with @B or /billed then it would be relatively easy to setup smart folders to show
those items that were billed and those that were not. eg (LIVE ITEMS and not @B) or just (not @B).

THL TIP13: SORTING: Separate Tabs for different sort orders.

This is best explained by way of an example.

Take any folder eg SmartFolder ON HOLD

Right click and open THREE tabs of the SAME folder.

Click on each tab in turn and change the sort order.

You now have THREE different views of the same data in different sort order.
Drag the tabs left and right into the position you want.
Neat.

THL TIP14: Printing The Hit List.

As the font is quite large, if your printer allows it, define a printer profile for the hit list so that you print two-up ie two pages on one sheet of A4

THL TIP15: Foreign keyboard

If you have a non-US/UK keyboard and you want to remap some of the shortcuts, you may be able to do this via System Preferences >Keyboard and Mouse >Application Keyboard shortcuts. However a better solution is to use **Keyboard Maestro** and remap the keys as necessary.

THL TIP16: Shortcut keyboard macros for entering tags and context

Keyboard Maestro can be used to enter repetitive tags and context eg “@xyz /a /b /charles “

THL TIP17: Keyboard Maestro

A separate pdf file Keyboard Maestro TIPS scan be found at www.zyxnet.co.uk/tips or in an obvious sub directory. The tips have numerous macros for improving your use of TheHitList and these macro definitions can be downloaded and imported into Keyboard Maestro, see the Keyboard Maestro subdirectory for files and instructions. A review of Keyboard Maestro is at <http://osx.iusethis.com/app/keyboardmaestro>. Note Keyboard Maestro can be used in other applications as well as TheHitList.

THL TIP18: Moving : Command shortcut for Indenting Tasks using Keyboard Maestro

By using Keyboard Maestro you can assign shortcut macros to move tasks eg CTL + OPT + RIGHT ARROW to move task RIGHT.

THL TIP19: SORTING: Command shortcut for SORTING views quickly using Keyboard Maestro

By using Keyboard Maestro you can assign shortcut macros to command keys to the view and in particular to the sort view sub-menu. This enables you to sort the list very quickly and see what you should be doing next.

If you have only 10 items it is academic. If you have a 100 items, it becomes really useful.
Import the short shortcut macro keys as

Command	Sorted by
CTL + OPT + 1	List
CTL + OPT + 2	Manual order or Today
CTL + OPT + 3	Priority
CTL + OPT + 4	Start date
CTL + OPT + 5	Due
CTL + OPT + 6	Estimated time
CTL + OPT + 7	Actual time
CTL + OPT + 8	Added
CTL + OPT + 9	Completed
CTL + OPT + 0	N/A or Modified

NB 1 and 2 may do nothing depending on context.

THL TIP20: Recurring items using a Recurring List

Rather than clutter individual lists with recurring items, create a list **Recurring Test**.

Experiment with adding fictitious Birthdays, Meetings, Morning Aerobics, Clean teeth etc. to be activated over say the next ten days. Play with this until you are happy with the way recurring items work. You can then create a **RECURRING Folder** with sublists for Birthdays, Meetings etc.

PS If you skip your exercises one day, just tick it off anyway and do it tomorrow. No judgement here ;-)

THL TIP21: Short form entry for TIME fields

You can enter with the following suffix m h or d

90 m becomes 1.5h

10 h becomes 1d 2h (seems to be an 8 hour day)

7d becomes 1w 2d (seems to be a five day working week)

THL TIP22: Short form entry for DATES

day: For start/due date the following keywords work. **fri** for next friday!!

dd: Assuming it is the 12th of the month, then just "4" will get you the next 4th.

dd/mm: Also **29/8** will return the next 29th August

dd/mm/yy: Obviously dd/mm/yy will return the required date.

n weeks: n weeks ahead, similarly n days, n months and n years

NB: Time travel is also allowed eg -10 weeks ie minus 10 weeks.

however, Stardates do not seem to be allowed, which is a pity as my project due date would then be in the 24th century. (<http://en.wikipedia.org/wiki/Stardate>)

Keywords seem to be

mon, monday

January December, jan ... dec.

daily, weekly, monthly, yearly,

first, second...last,

n days, n weeks, n months, n years, nd nw nm ny

Every, on, to, through

0d = today 1d =tomorrow 5d = 5days time

Examples:

Birthdays enter as dd/mm or dd mmm

Mondays -> Every week on Monday,

4th > every month on the 4th,

9 may > every year on the 9th of may,

every other week > every 2 weeks, every 4 weeks,

daily>everyday,

mon wed fri > Every week on Monday, Wednesday, and Friday,

mon to fri > Every week on Monday, Tuesday, Wednesday, Thursday, and Friday,

monday through friday -> Every week on Monday, Tuesday, Wednesday, Thursday, and Friday,

second tuesday monthly > Every month on the second Tuesday,

last friday monthly

Other examples given by Andy

<p>Every day Every single day Daily Every 2 days Every two days 2d Every week on Mondays Every Monday Every mon Every other Monday On Mondays every other week Every third Saturday Every three weeks on Saturdays Every week on Monday and Tuesday Every mon & tue Mondays or Tuesdays Every Monday through Thursday Every Monday to Thursday mon to thu Every 2w on wed, thu, and fri Every month on the 1st of the month Every other month 2m Every month on the 1st On each first of the month Monthly on the first</p>	<p>Every month on the 1st On each first of the month Monthly on the first Every month on the 1st of the month Every month on the 5th and the 20th day On the 5th and 20th of the month Every month on the 1st through the 6th Monthly on the first through the sixth On the 1st through the 6th of every month On every second Monday of the month Monthly on every 2nd Monday Every month on second Mondays Every year on January first On January 1st of every year Every last sun of October through April Every oct through apr on the last Sunday Every month on the 5th and the 20th day On the 5th and 20th of the month Every month on the 1st through the 6th Monthly on the first through the sixth On the 1st through the 6th of every month On every second Monday of the month Monthly on every 2nd Monday Every month on second Mondays Every year on January first On January 1st of every year</p>
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THL TIP23: Database integrity: Finding entries with Missing Tags

If you like all your entries to have a tag, priority and due date, then this smart folder will show any items that are incomplete. Even easier if "Show number of actions" is enabled, see earlier tip.

- ALL of the following are true
 - Completed is not completed
 - Cancelled is not cancelled
 - List or Folder is not REFERENCE
- ANY of the following
 - Tag is not set
 - Due is not set
 - Priority is not set.

Alternatively you can have separate smart folders for each error condition.

MISSING PRIORITY etc....

- ALL of the following are true
 - List or Folder is ALL LIVE ITEMS
 - Priority is not set.

MISSING TAGS

- ALL of the following are true
 - List or Folder is ALL LIVE ITEMS
 - Tag is not set

MISSING DUE DATE

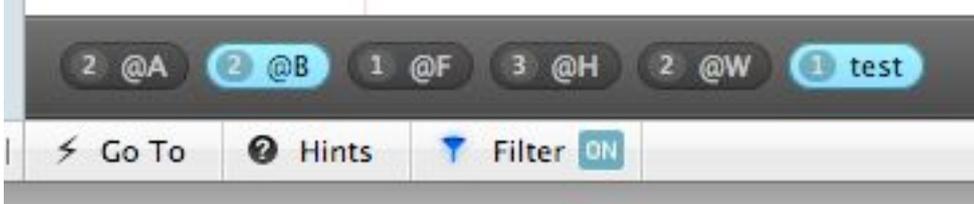
- ALL of the following are true
 - List or Folder is ALL LIVE ITEMS
 - Due is not set

THL TIP24: Multiple tags on new Entries

If you have a say a template entry with two tags selected then if you add new entries, you automatically get the selected tags duplicated for each new item.

THL TIP25: Multiple selection of Tags/Contexts

Holding down the SHIFT keys allows multiple selection of tags/contexts.

**THL TIP26: Getting Things Done (GTD) and the @F context flag.**

The GTD principle works on the context in which you can do the task. The following contexts work well with the GTD

- @H Home
- @O Office
- @W Web ie internet access
- @A Anywhere eg call someone on mobile
- @S Shopping
- etc

and one additional “flag”

- @F Future

Only a single letter is used as this saves space on the task bar, and using capitals as you have to hold down shift for “@”. Have used @W rather @I for internet as they are “wide” letters and easier to read on the screen.

A task can have more than one context if need be, it is up to you. eg @W @F @S

The @F is used here as it is an easy way when looking at a view to **exclude future items**. The idea is to restrict your current to do list by flagging items with @F so that you are not overwhelmed with things to do. For example, each Saturday, you could review your @F list and remove the @F flag where appropriate or add @F flags to items you should have done but want to forget about. See LIVE ITEMS tip at beginning of this document.

THL TIP27: Smart folder for a project

Assume you are working on a project PPP you could define this as

LIVE PROJECT PPP Items is defined as

All of the following are true

Tag is /ProjectPPP (or @PPP)

Tag is not /Personal (or @Personal)

List or Folder is LIVE ITEMS <<< or ALL LIVE ITEMS,if appropriate

THL TIP28; COMPLETED and Archiving

An item can be in any one of four states

- Live

- Completed or Cancelled

- Archived

Completed or Cancelled both have the Completed box “ticked”

Cancelled items also have their text “struckthrough” eg ~~as in this~~.

Archive contains all Completed or Cancelled items that have been ARCHIVED

If you click the Archive button on in a view, then all completed or cancelled items are flagged as archive and are not displayed unless you tick the “show archive” items box.

If you have defined the COMPLETEDorCANCELLED smart folder (See TIP01 above) then you can easily archive ALL COMPLETED or CANCELLED items ie select all, then click archive.

THL TIP29: Tag Bundles can be Nested

This is best explained by an example.

Assume your company has offices in Paris, Strasbourg, Rome and Venice.

You define tags as /Paris, /Strasbourg, /Rome and /Venice

You can now define a TAG BUNDLE as FRENCH OFFICES consisting of

/Paris and /Strasbourg

and ITALIAN OFFICES consisting of

/Rome and /Venice

Finally you can define a TAG BUNDLE of EUROPEAN OFFICES consisting of

FRENCH OFFICES

and

ITALIAN OFFICES

This is useful when defining a smart folder as you can use any of the above, eg

Tag is /Rome

Tag is FRENCH OFFICES

Tag is EUROPEAN OFFICES

THL TIP30: Partial matching of Tags

If you have a series of tags eg idea01, idea02, idea03

as the tag field is part of the item TITLE, you can have

as a smart folder criterion

TITLE contains “/idea”

which will return all /idea..s.

Similarly, the European office filter above) could be solved by naming the tags

/fr.Paris, /fr.Lyon

/it.Rome, /it.Venice

and then testing for

TITLE contains “/fr.” for the French Offices.

Thanks to Marlyse Comte who gave me the idea.

THL TIP31: Tags and Tag bundles

This may or may not be useful to you, but is best explained by way of an example.

Assume you manage two teams TEAM A with Alan and Anne and

TEAM C with Carol and Charles

Create a new list as PROJECTTEST

Add five items

Item1 /Alan

Item2 /Anne

Item3 /Carol

Item4 /Charles

Item5 /Alan /Carol

Go to the Tag menu and create New tag Bundle TeamA with tags /Alan and /Anne
and

create New tag Bundle TeamC with tags /Carol and /Charles

then Create New Smart Folder of TeamA only
and Create New Smart Folder of /Carol only.

so folders can be defined with /tags or with /tag bundles.

It would seem that a tag can ONLY belong to ONE tag bundle.

To me the useful thing about tags is that it enables you to group items across lists

THL TIP32: Location of TheHitList files

The Hit List users three main files

TheHitList Library: this holds multiple files including the master database and an internal checkpoint backup

TheHitList plist: This holds the current set of preferences

TheHitList Log: this is date and time stamped and may be useful for trouble shooting

The locations are:

<user or ~> /Library/Application Support/The Hit List/The Hit List Library.thllibrary <database and other stuff

<user or ~> /Library/Preferences/com.potionfactory.TheHitList.plist <<<<preferences

<user or ~> /Library/Logs/com.potionfactory.TheHitList/The Hit List yyyy-mm-dd-nnnnnn.log <<<<log

where ~ is the user home directory aka user name.

The default .thllibrary holds the database and the most recent "backup". This is not the backup you create by the menu backup option, but is the most recent internal checkpoint made the TheHitList application.

In the event of a THL crash, use Finder to open the library "package" and click on this internal checkpoint.

THL TIP33: Recovery from a crash

(See THL TIP32 above - file locations)

Save the current .thllibrary ie copy it somewhere else

(Open the .thllibrary)

Save the sqlite database ie copy it somewhere else.

Click on the backup database

~/Application Support/The Hit List/filename.thlbackup ie the BACKUP checkpoint version

Then if recovery is successful, back this up

Otherwise go to either your last backup made by TheHitList or use time machine to recover an earlier .thllibrary.

THL TIP34: How can I create multiple libraries (or databases) ?

Hold down the OPTION key when launching The Hit List. (Source THL website FAQ)

THL TIP35: How to run multiple libraries (or databases) using RooSwitch

DRAFT under revisions

It would seem you can only run version of TheHitList at a time.
I suggest you try this in a test account first.
Create a NEW user account eg TestTHL with ADMIN privileges.
Open Finder and click on TheHitList; add a few items and quit
Quit and close completely TheHitList
Open Finder, goto ~/Application Support/The Hit List/ and rename the .thllibrary as THLpersonal.thllibrary
Within Finder DUPLICATE THLpersonal.thllibrary
Rename THLpersonal.thllibrary as THLBusiness.thllibrary
Open Finder, goto Applications and click on TheHitList whilst holding down the Option key
Choose THLBusiness.thllibrary and add an item to say business
Quit TheHitList

Open Finder, goto Applications and click on TheHitList whilst holding down the Option key
You now have a choice of either database.

You can have more than two databases if required.

Note: You can use rooswitch to switch between databases
written by www.madebyrocket.com formerly roobasoft..
(NB: There is a rooswitch setting that defines whether to move or copy the database, useful for large databases).
Another solution using Keyboard Maestro will be published later.

THL TIP36: Priority Payoff matrix.

This is a possible priority payoff system that may appeal to you.
See Appendix 4 Priority Payoff matrix and Smart Folders.

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Appendix 1 - Keyboard Shortcuts

<p>Navigation</p> <p>⌘T New Tab ⌘W Close Tab {can be changed see preps}</p> <p>⌘{ Previous Tab</p> <p>⌘} Next Tab</p> <p>⌘1 Inbox</p> <p>⌘2 Today</p> <p>⌘3 Upcoming</p> <p>G Go to a list</p> <p>⌘[Back</p> <p>⌘] Forward</p> <p>⌘L show selected task in its list</p> <p>Move selection focus: (supports vi, emacs and arrow keys)</p> <p>Up K ^P ↑</p> <p>Down J ^N ↓</p> <p>Left H ^B ←</p> <p>Right L ^F →</p> <p>Viewing</p> <p>⌘1 Outline View</p> <p>⌘2 Card View</p> <p>⌘3 Show Lists</p> <p>⌘4 Show Tags</p> <p>⌘8 Show/Hide Start Column</p> <p>⌘9 Show/Hide Due Column</p> <p>⌘0 Show/Hide Estimated Column</p> <p>⇧⌘H Show/Hide Archived</p> <p>⌘" Show/Hide Notes</p> <p>⇧⌘I Show/Hide Info</p> <p>⇧⌘ Show/Hide action counts</p> <p>R Show/Hide Filter Bar</p> <p>E Show/Hide Hints Bar</p> <p>⌘M - minimise</p> <p>OPT Temporarily change date display to number of days/</p> <p>Outline</p> <p>^⌘→ Expand selection</p> <p>^⌘← Collapse selection</p> <p>^⌘↓ Expand All</p> <p>^⌘↑ Collapse All</p> <p>New</p> <p>⌘N New Task</p> <p>↵ New Task</p> <p>⇧↵ New Sub-Task</p> <p>⇧⌘N New List</p> <p>^⌘N New Folder</p> <p>⌘N New Smart Folder</p> <p>File:</p> <p>⇧⌘W - Close window</p> <p>⇧⌘P - Page Setup</p> <p>⌘P - Print</p>	<p>Task Actions</p> <p>space Complete</p> <p>X Cancel</p> <p>⌘ Delete</p> <p>→ Edit</p> <p>/ Tag</p> <p>@ Context</p> <p>F File to a list</p> <p>1-9 Set Priority</p> <p>0 Set No Priority</p> <p>⌘R Set Repeat eg weekly, every Monday</p> <p>⌘' Note</p> <p>` Archive Completed</p> <p>T Start Today</p> <p>Time actions</p> <p>B Begin timing</p> <p>⌘. Stop timing</p> <p>. add 1 hour to estimated time</p> <p>> add 30 minutes to estimated time</p> <p>, subtract 1 hour from estimated time</p> <p>< subtract 30 minutes from estimated time</p> <p>] add a day to due date (right square bracket)</p> <p>} add a week to due date(right curly bracket)</p> <p>[subtract a day from due date (left square bracket)</p> <p>{ subtract a week from due date (left curly bracket)</p> <p>= add a day to start date (equals)</p> <p>+ add a week to start date (⇧equals)</p> <p>- subtract a day from start date (minus)</p> <p>_ subtract a week from start date (⇧minus)</p> <p>Move selected task</p> <p>W up</p> <p>⇧W up 5 rows</p> <p>⌘W to top</p> <p>S down</p> <p>⇧S down 5 rows</p> <p>⌘S to bottom</p> <p>A left</p> <p>D right</p> <p>Edit:</p> <p>⌘Z Undo</p> <p>⇧⌘Z Redo</p> <p>⌘X Cut</p> <p>⌘C Copy</p> <p>⇧⇧⌘C Copy as link</p> <p>⌘V Paste</p> <p>⇧⇧⌘V Paste and match style</p> <p>⌘A Select All</p> <p>⇧⌘A Select None</p> <p>APPENDIX 3</p> <p>Foreign Keyboard? Try Keyboard Maestro to remap keys.eg w-a-s-d keys to move things around Copyright: Potion Factory 2009-2011.</p>
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Appendix 2 -Revision History of this document

Version	Date	Changes
2.11	13 May 2011	Initial version for Second Edition.
2.13	17 May 2011	zxts and zxt timestamps modified, Keyboard Maestro entries revised.

Appendix 3 - Essentials, Advanced Tips and FAQ from the THL website.**The Essentials**

Hit the Return key to add a task.

To set a context, press the '@' key.

Press '/' to add a tag.

To add a sub-task, press return to add a task then press tab

Hitting 'T' to sets a task to start today. The task will show up in the Today list.

Press 1 though 9 to set a priority and 0 to unset it.

Press the spacebar to mark a task completed.

Use the 'X' key to cancel or delete with the Delete key.

To move tasks around, use the w, a, s, and d keys

The card view lets you focus on just one task at a time. You can quickly enter card view with the ⌘-2 shortcut. To get back to the outline view, press ⌘-1.

Once completed tasks are reviewed, you can hit the Archive button to make them not visible.

Advanced Tips

Contexts are just tags that start with the '@' character.

You can have tags with spaces in it by starting and ending the tag with the '/' character.

You can paste text into THL. Each line becomes a task.

You can drag and drop tasks to other lists and to other tabs

You can quickly create new tasks from URLs and files by drag and dropping them into The Hit List's dock icon

Press 'B' to begin timing a task.

When in outline view, you can move the selection with vi cursor movement keys (j,k, h, and l) or Emacs keys (control-n, p, f, and b)

To quickly select another list or folder without leaving the keyboard, press 'G' to bring up the Go To pane.

This works just like QuickSilver. You can enter just a part of the name and if you want to associate that abbreviation with a particular group, you can use the up and down arrow keys to select the correct group. To go to a tag, type in a '/' followed by the tag's name.

To quickly file away a task to another list, press 'F'. This works the same way as the Go To feature.

You can quickly change the due and start date of a task with keyboard shortcut keys: -, =, [, and].

You can create a new tab by double clicking in an empty area of the tab bar.

FAQ selection**What's a context? How is it different from a tag?**

A context is a GTD (Getting Things Done) term meaning where you can act on a task. Some examples are: @phone, @work, or @school. Tags are for all other kinds of metadata.

How can I see how much time I measured using the timer?

You can see this information and more by opening the information view. To reveal it, click the button next to the plus button at the bottom left of the window.

Some of my tasks have disappeared. How do I get them back?

This is probably happening because of a bug I haven't been able to fix yet. They are there but they're just being filtered out. Click the "Reset..." button in the application's preferences window to get them back.

Appendix 4: A Priority Payoff system.

Rather than just assigning priority 1-9, you may wish to consider adding the payoff value to the task. This means you can focus on high payoff but low priority items as well.

A suggested table for Priority values is

Priority High and (Payoff High = 1, Med = 2, Low = 3)
 Priority Med and (Payoff High = 4, Med = 5, Low = 6)
 Priority Low and (Payoff High = 7, Med = 8, Low = 9)

with default priority as 5

		Payoff		
		High	Med	Low
Priority	High	1	2	3
	Med	4	5	6
	Low	7	8	9

This means that you can construct four smart folders

- 1: High Payoff = (Priority = 1 or 4 or 7)
- 2: High Priority = (Priority less than 4)
- 3: Default and Priority not set =
 (Priority = 5) or (Priority not set)
- 4: Low Priority = (Priority more than 5).

An alternative might be (which gives more scope for sorting 1-7)
 (Smart Folders 3 and 4 above need to be changed accordingly)

		Payoff		
		High	Med	Low
Priority	High	1	2	3
	Med	4	5	6
	Low	7	8 = Default	9=Low

Smart folders for displaying and sorting Priority and Payoff

Even if you do not use the Priority and Payoff suggestion above, you can modify these suggestions to fit your own work practice.

The most important thing is the use of the LIVE ITEMS Smart folder. Note that this can be modified to give you subsets of your data eg Live Items Project 1 or to exclude Private Items. Also note you need to hold down the OPT key to get “...” so that you can “indent” a rule. (Very neat).

High Priority

All of the following are true
List or folder is LIVE ITEMS
Priority is at most 3

High Payoff

All of the following are true
List or folder is LIVE ITEMS
Any of the following are true
Priority is 1
Priority is 4
Priority is 7

Priority / Payoff less than 5

All of the following are true
List or folder is LIVE ITEMS
Priority is at most 4

Priority Payoff 5 or none (5 is default and this picks up unset items)

All of the following are true
List or folder is LIVE ITEMS
Any of the following are true
Priority is 5
Priority is not set

Priority Payoff 6+ or none

(low priority and unset items in case you want to promote them)

ANY of the following are true
All of the following are true
List or folder is LIVE ITEMS
Priority at least 6

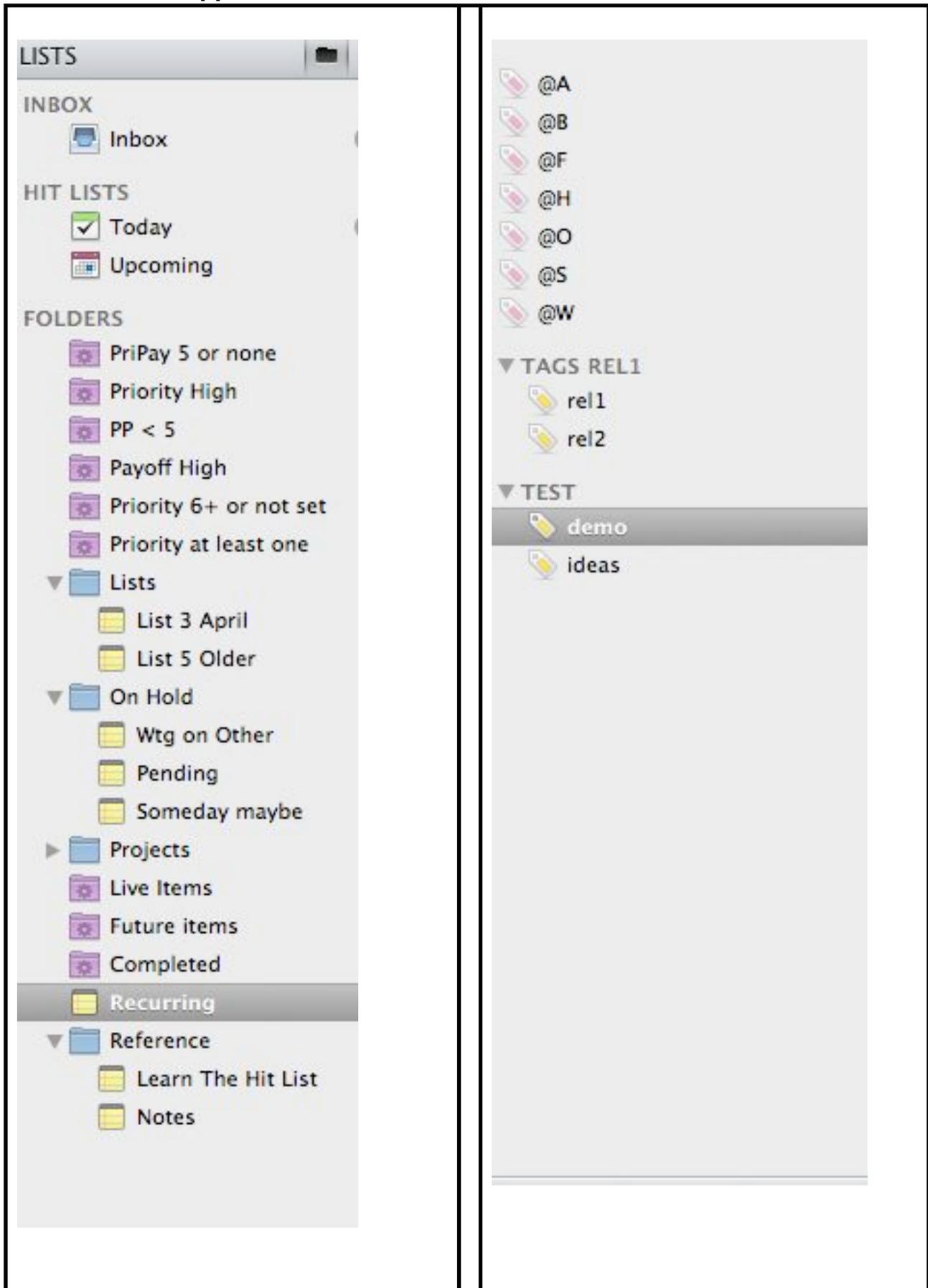
All of the following are true
List or folder is LIVE ITEMS
Priority is not set

Priority at least 1 <<<<<< (useful for reviewing ALL priority items)

All of the following are true
List or folder is Live Items
Priority is at least 1

Note: These are much more powerful when combined with the TIP for SORTING using Keyboard Maestro given earlier.

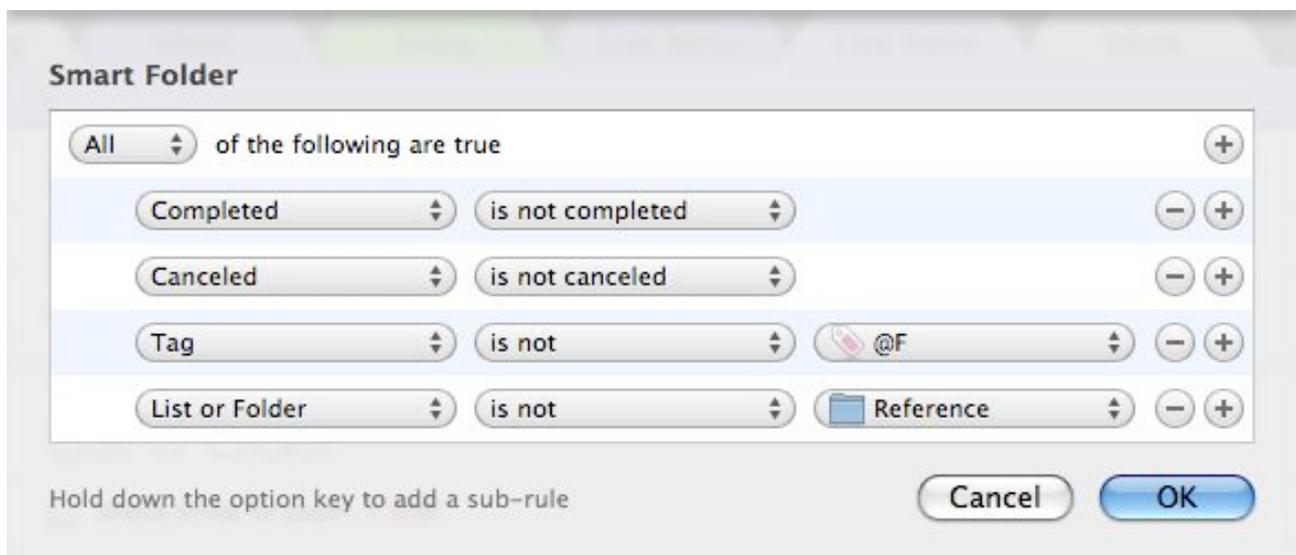
Screenshots - Appendix 5



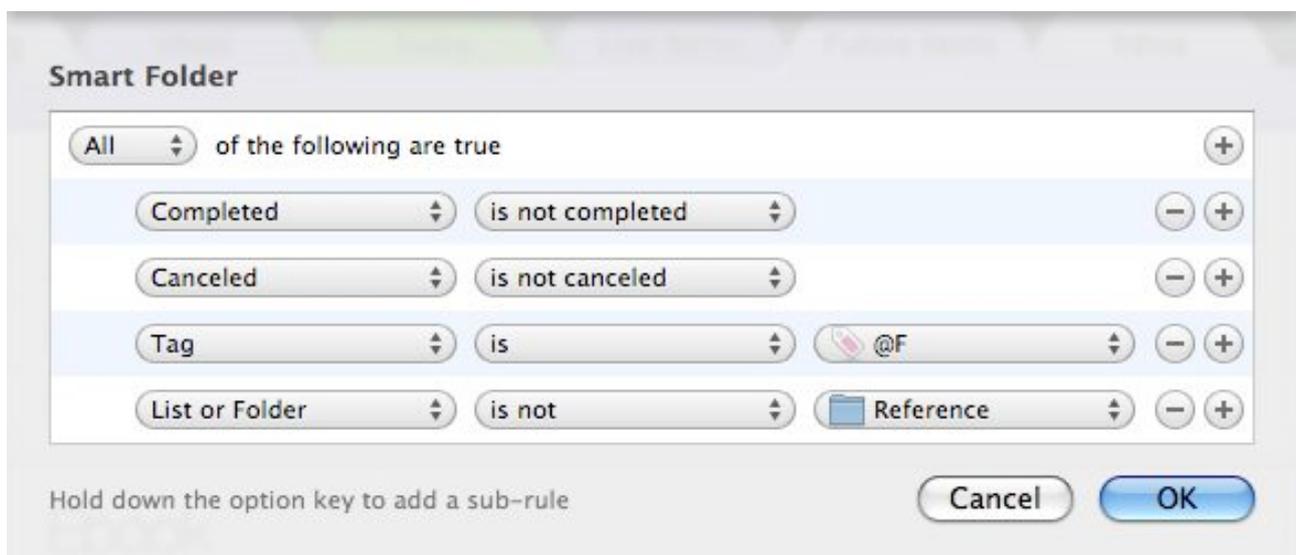
COMPLETED



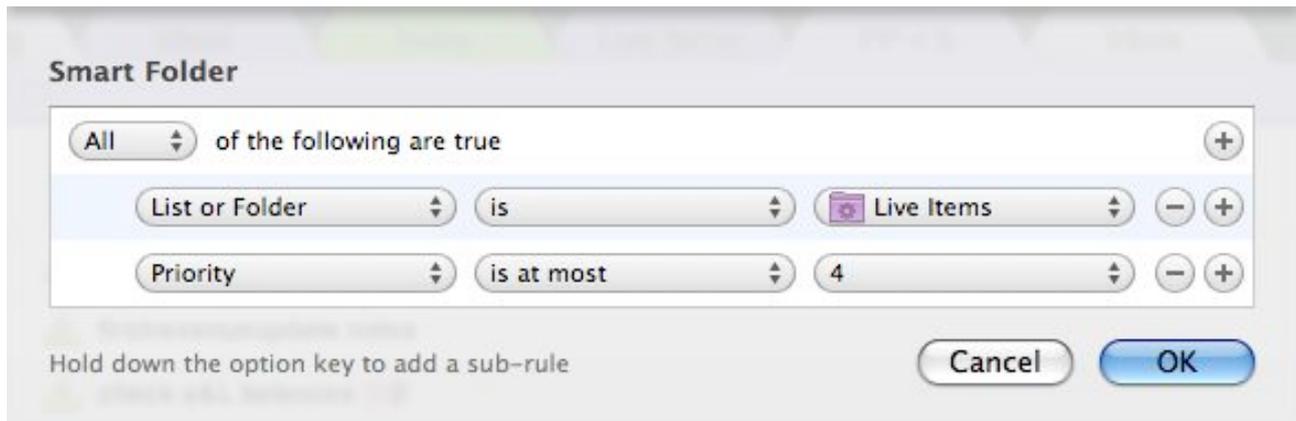
LIVE ITEMS



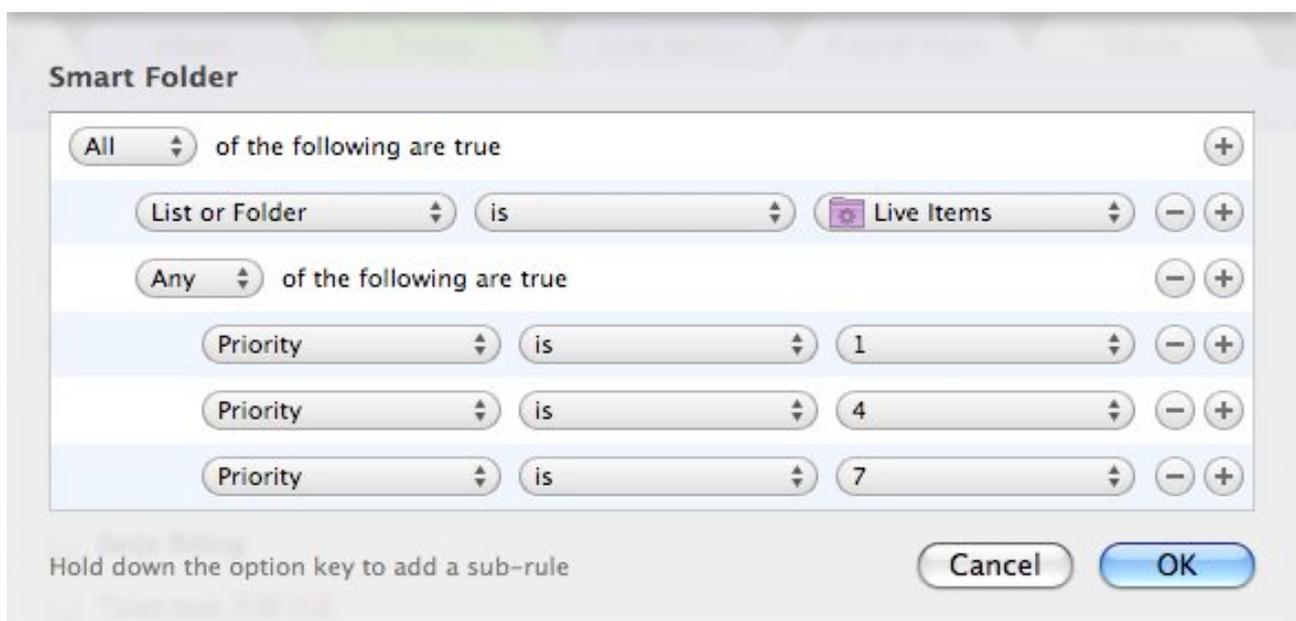
FUTURE ITEMS



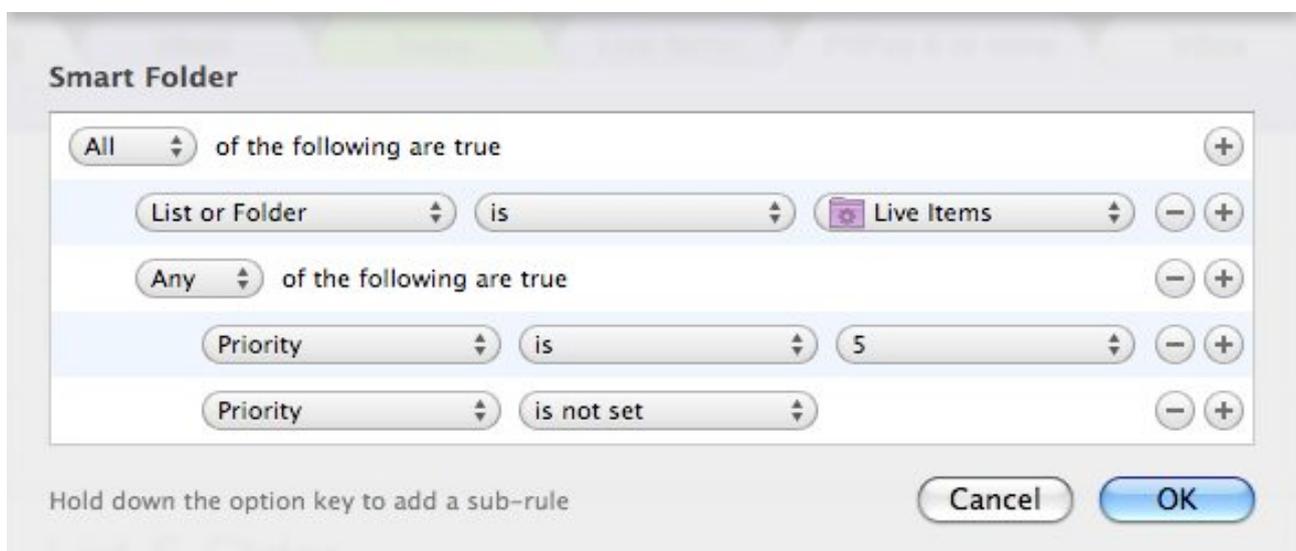
HIGH PRIORITY



HIGH PAYOFF



PRIORITY 5 OR NOT SET



COMPLETED or CANCELLED

