

Organize Me for iPad

User Guide

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What is Organize Me?

Organize Me is a powerful task manager – easy to use with all the power when you need it. Organize Me is an instrumental implementation of GTD methodology (by D.Allen). All the options were designed to help you defining your regular workday.

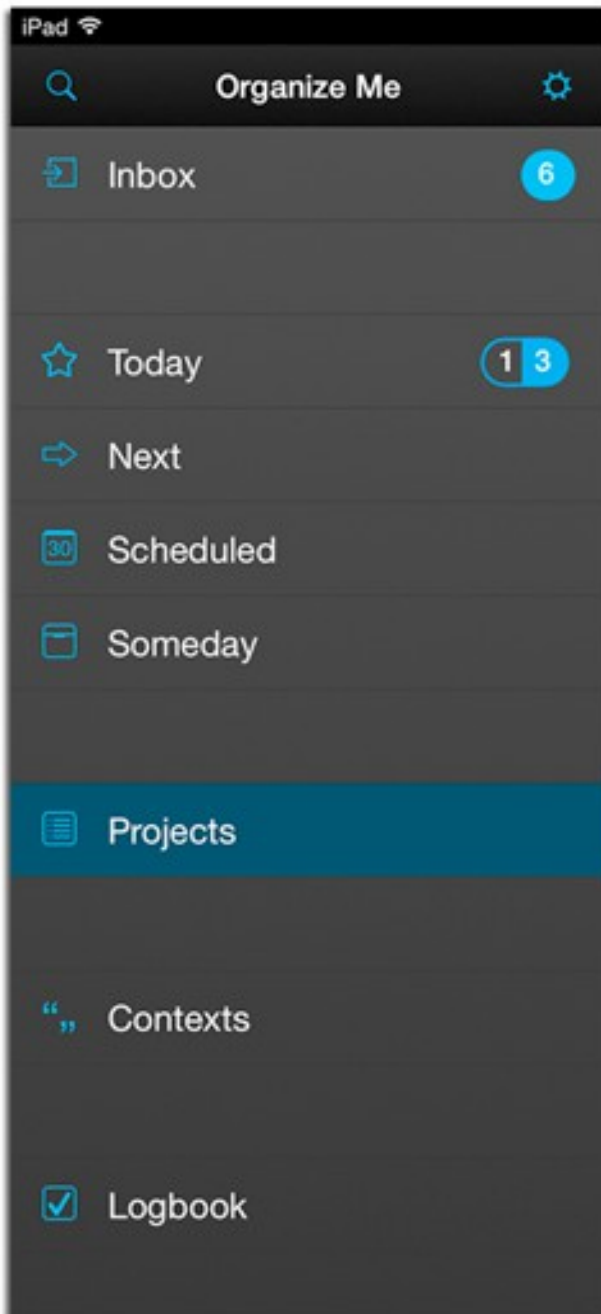
With Organize Me all of your plans are at your fingertips.

Compatibility: Requires iOS 7.0 or later. Compatible with iPad and iPhone.

Size: 1.9 MB.

Languages: English, Arabic, Bokmål, Norwegian, Catalan, Czech, Danish, Dutch, Finnish, French, German, Greek, Hebrew, Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Polish, Portuguese, Romanian, Russian, Simplified Chinese, Slovak, Spanish, Swedish, Thai, Traditional Chinese, Turkish, Ukrainian, Vietnamese.

Getting started



Inbox

In this tab all your created Tasks are kept – tasks that have no start and due date.

Today

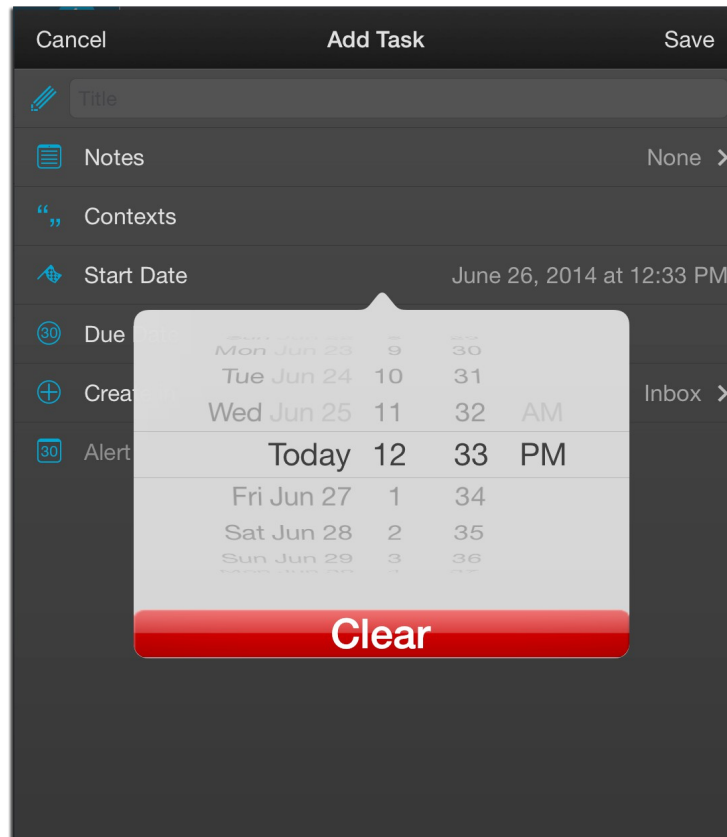
This tab keeps only those tasks which you want to do Today.

Next & Someday

Use these tabs if you want to create task but has not decided when do it.

Scheduled

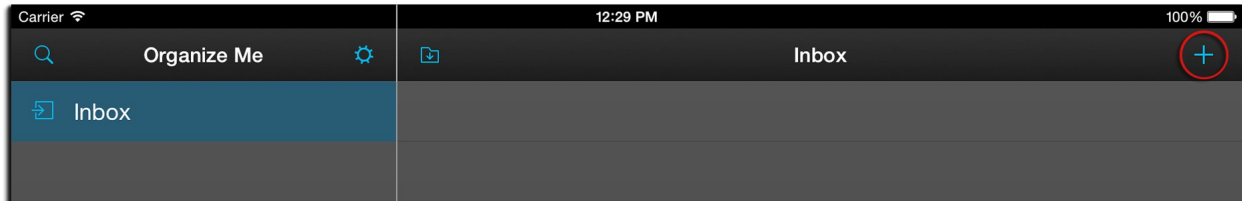
It is the place which keeps tasks you want to Schedule for a later date. To create a new task in this tab, you must set **Start Date** of task.



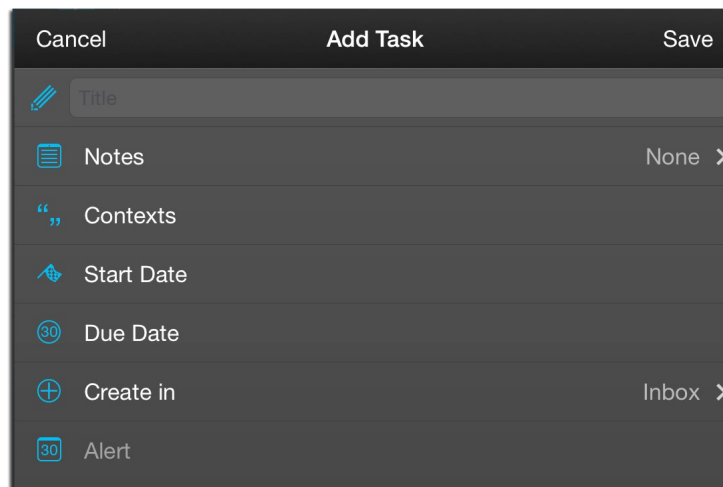
Note: When Start Date comes, task moves from "Scheduled" tab into "Today" tab.

Task Creation

To create new task , tap «+» button in the upper right corner of the Navigation Bar.



After that, system opens «Add Task» modal window

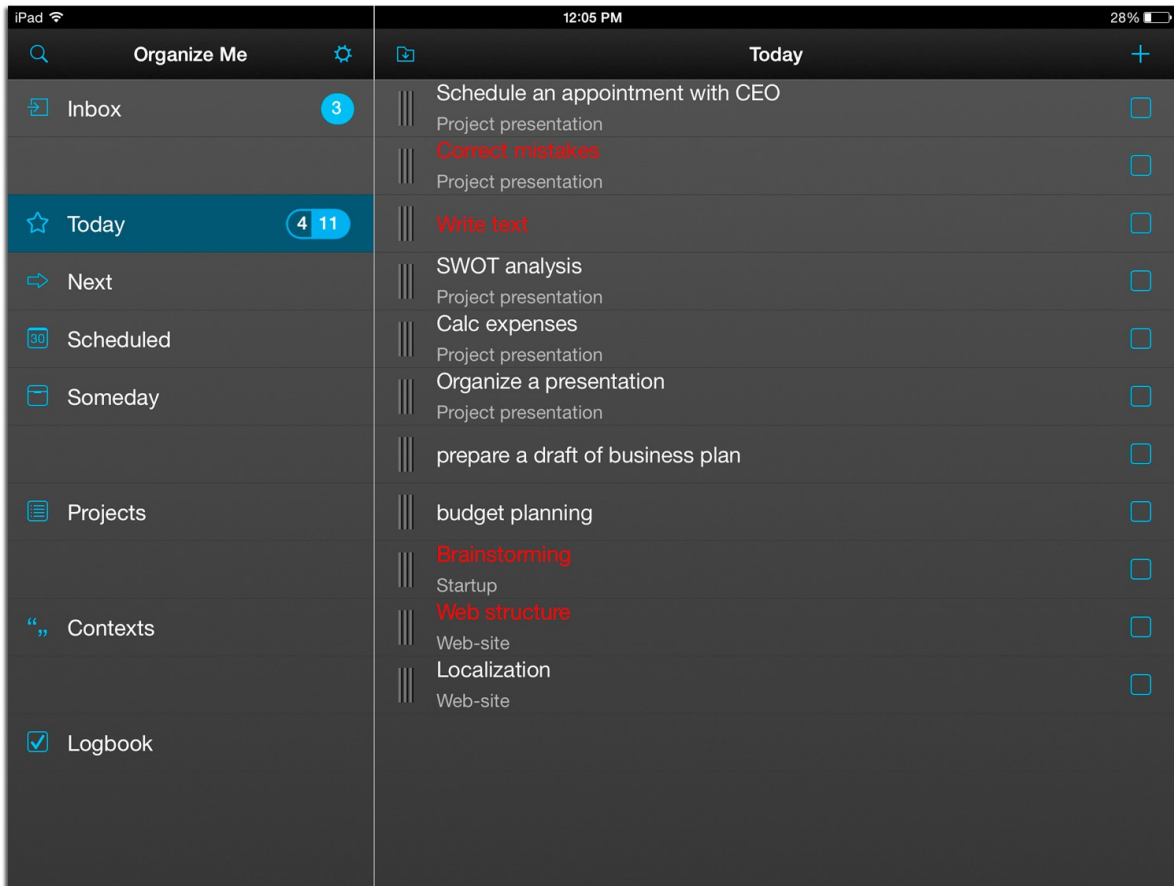


Here you can add **Title** of task, **Notes**, create and select **Contexts**, set **Start Date** & **Due Date**, select **Place for Saving**.

You can also set an **Alert** for your task in «Today» & «Scheduled» tabs.

Due Date

When Due Date of task comes, task's color becomes red.

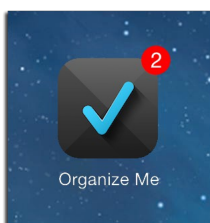


The amount of overdue tasks you can also see:

- in the app

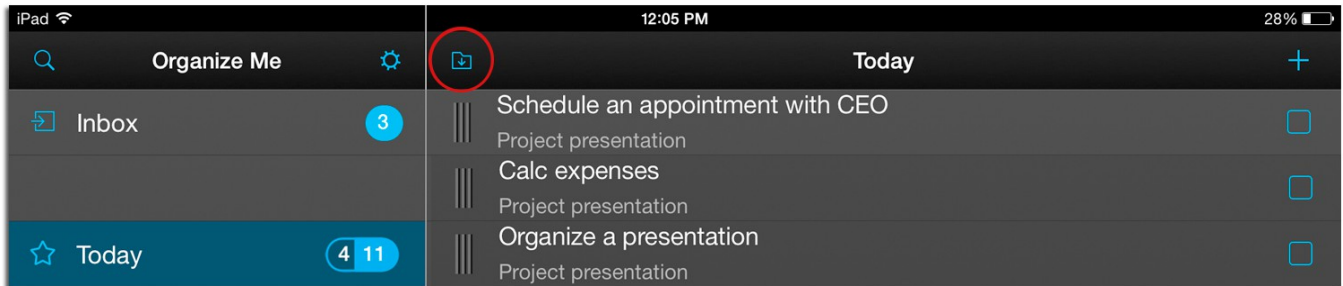


- on a device desktop

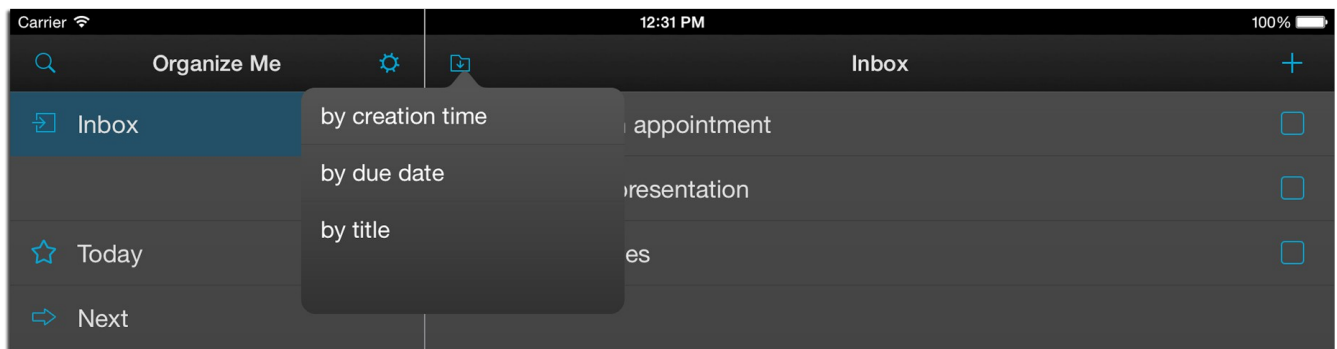


Sorting

To sort tasks, tap «Sorting» button in the Navigation Bar



After that, system displays Popover

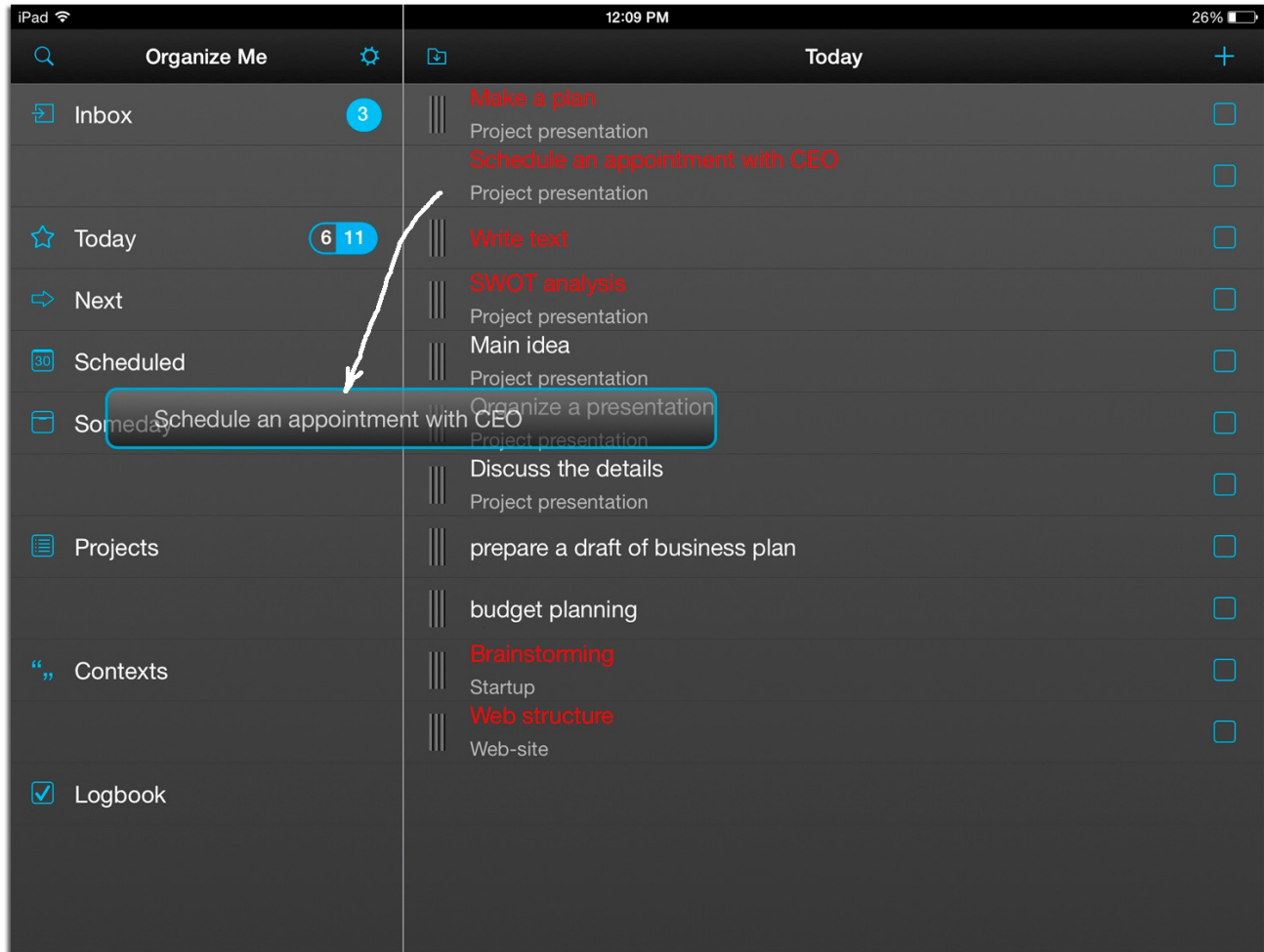


System allows you to sort tasks:

- by creation time
- by due date
- by title

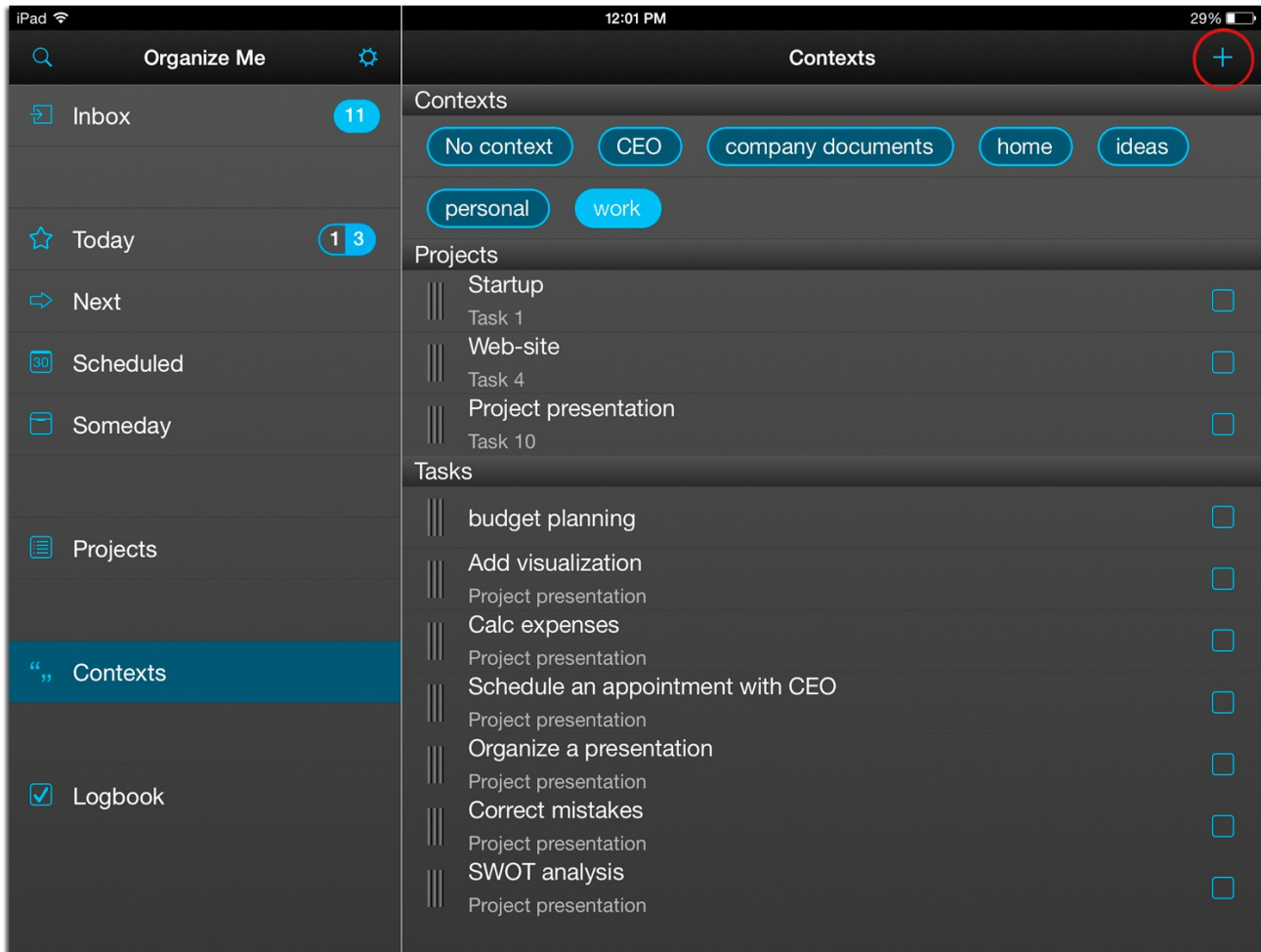
Drag & Drop

You can move the task from one tab to another by **Drag & Drop**.



Contexts

To create new context, tap «+» button in the upper right corner of the Navigation Bar.

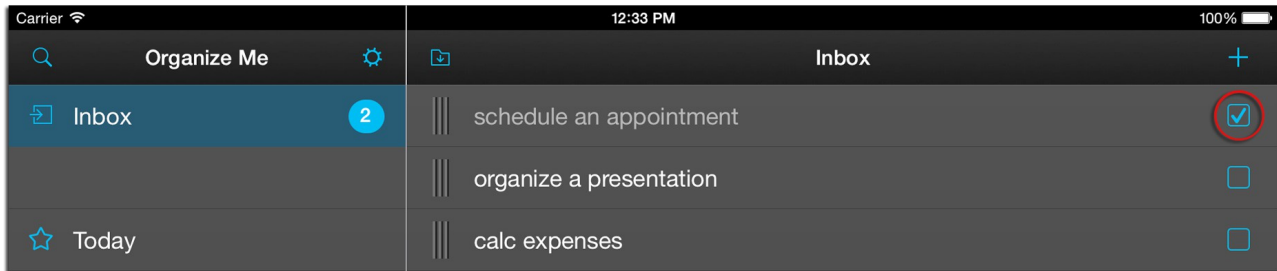


You can add created contexts to your tasks and projects. «Context» tab – it is easy way to find your tasks and projects. Tap on context and system will display you all tasks and project which have selected context.

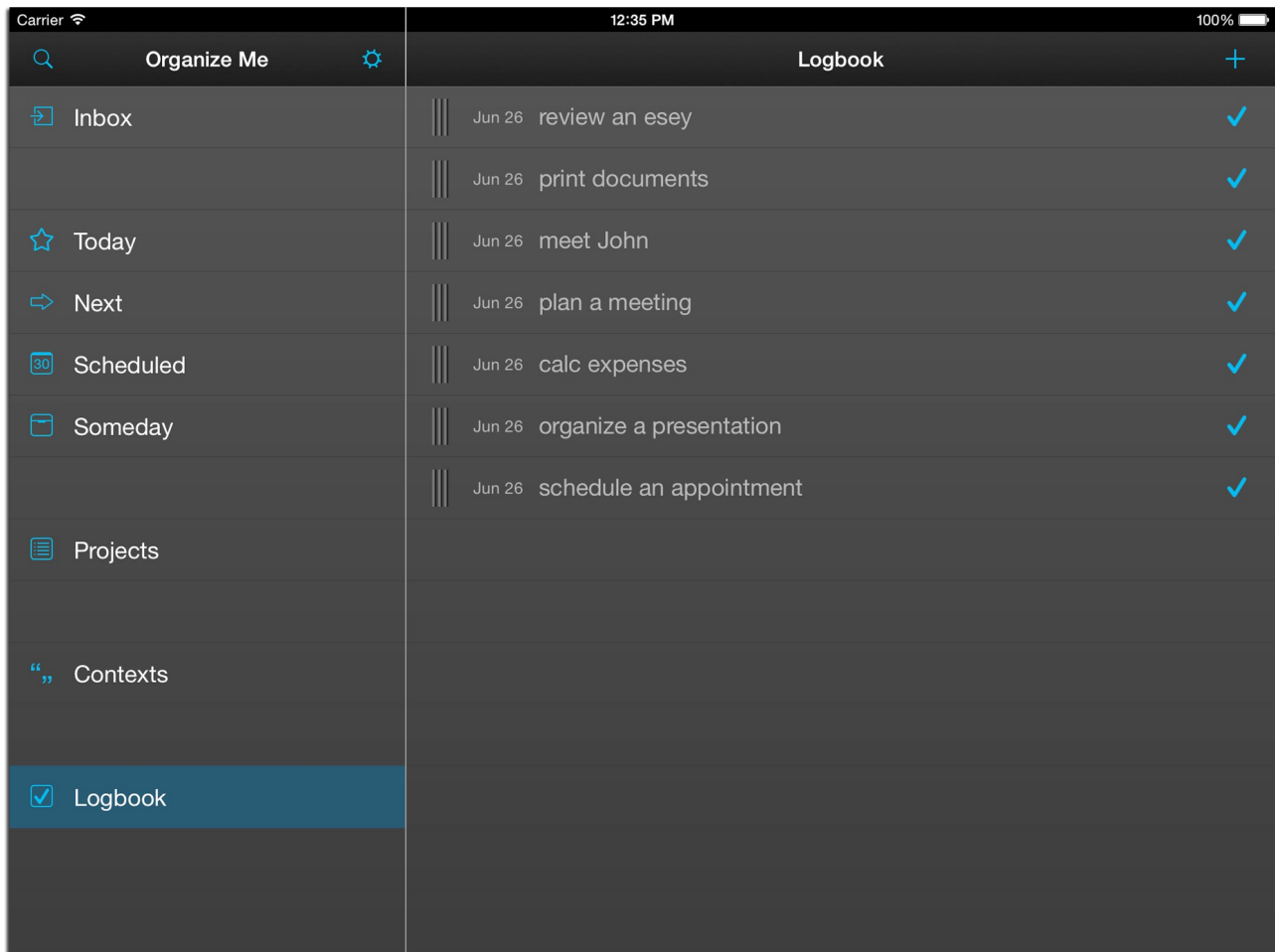
To delete a context, **tap & hold** it.

Logbook

To move task or project to «Logbook» tab, mark it in checkbox.

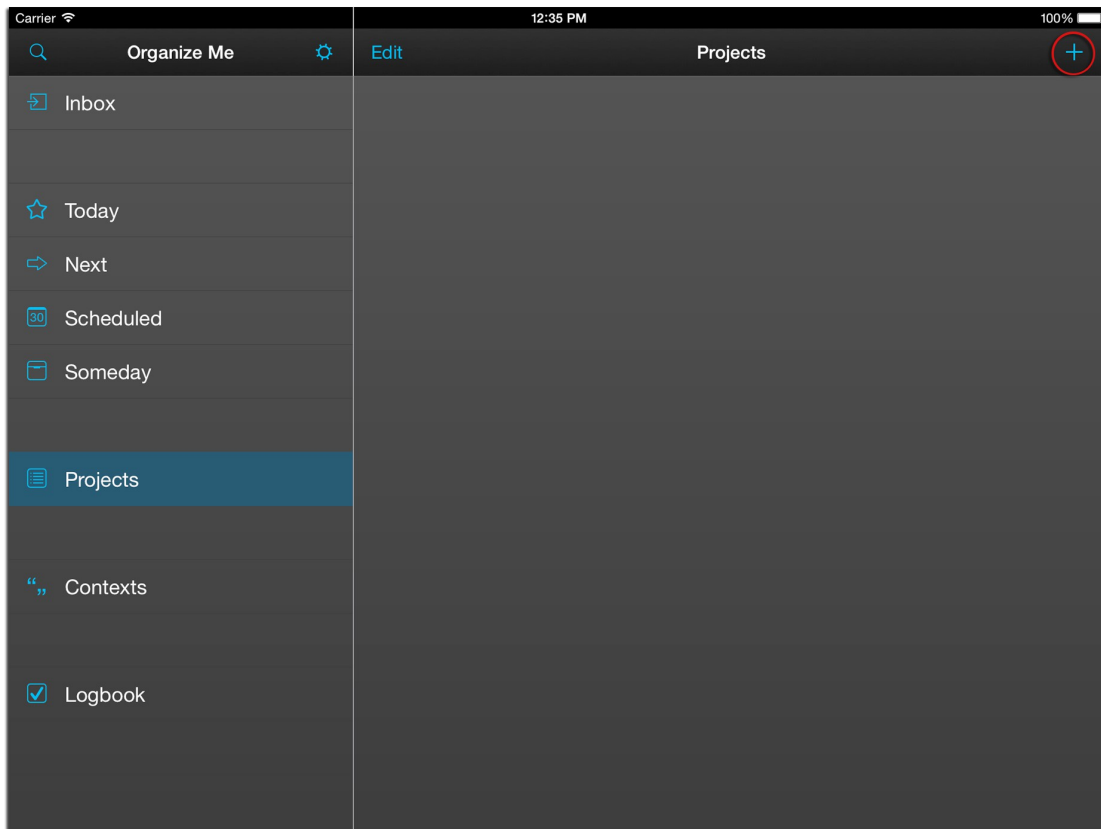


«Logbook» tab keeps all completed tasks and projects.



Projects

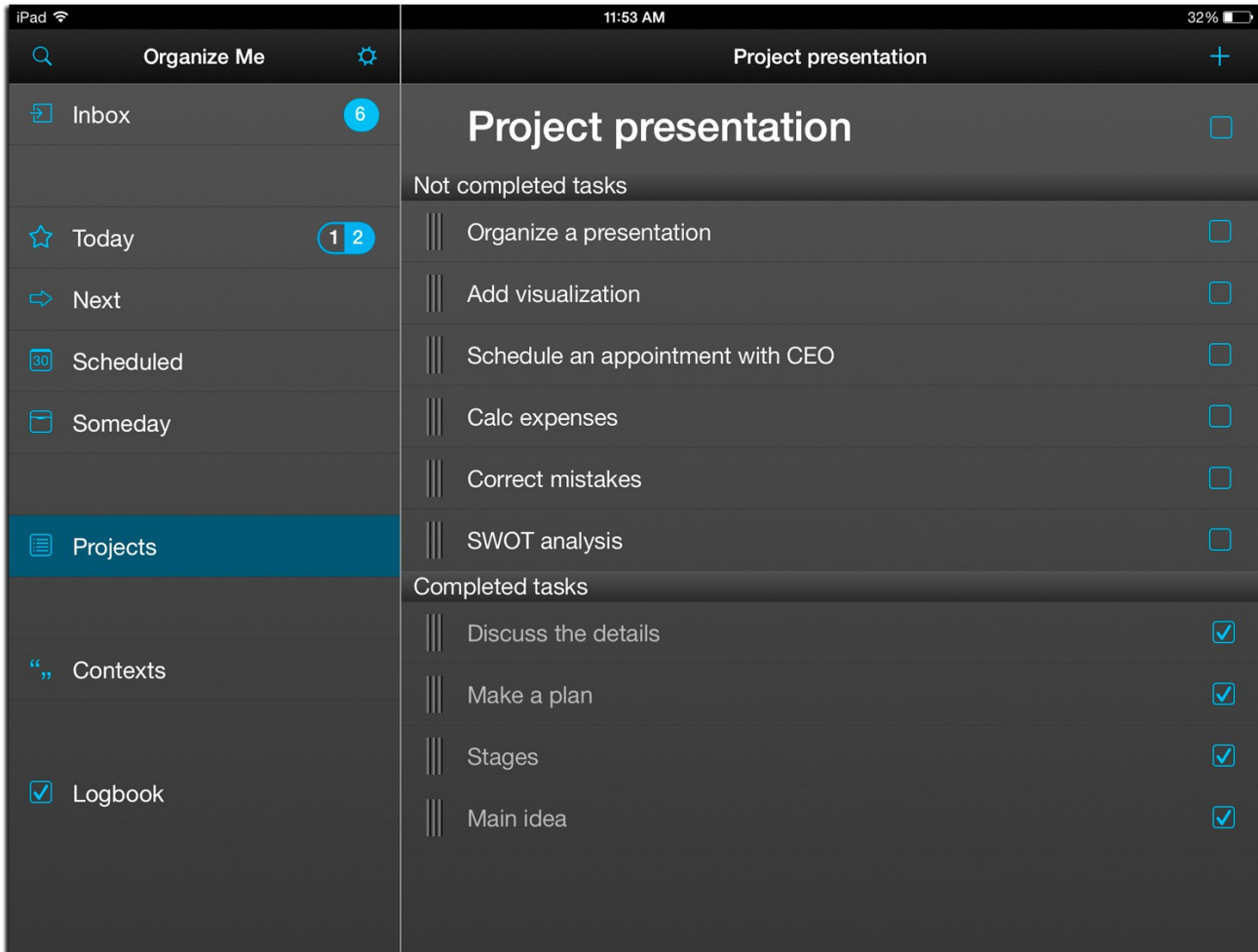
To create new project , tap «+» button in the upper right corner of the Navigation Bar.



After that, system opens «Add Project» modal window

Here you can add **Title** of project, **Notes**, create and select **Contexts**, set **Start Date** & **Due Date**

In project, system allows you to create tasks



Additional Resources

Feel free to drop us a line and let us know what you like about Organize Me, this manual, or if you need a helpful hand to sort out how to do something in Organize Me.

You can always contact us by help.stepanrevych@gmail.com!