

NextAction!

Implementing GTD (Getting Things Done) with your BlackBerry® Wireless Handheld.

by BlackBerryBooks.com

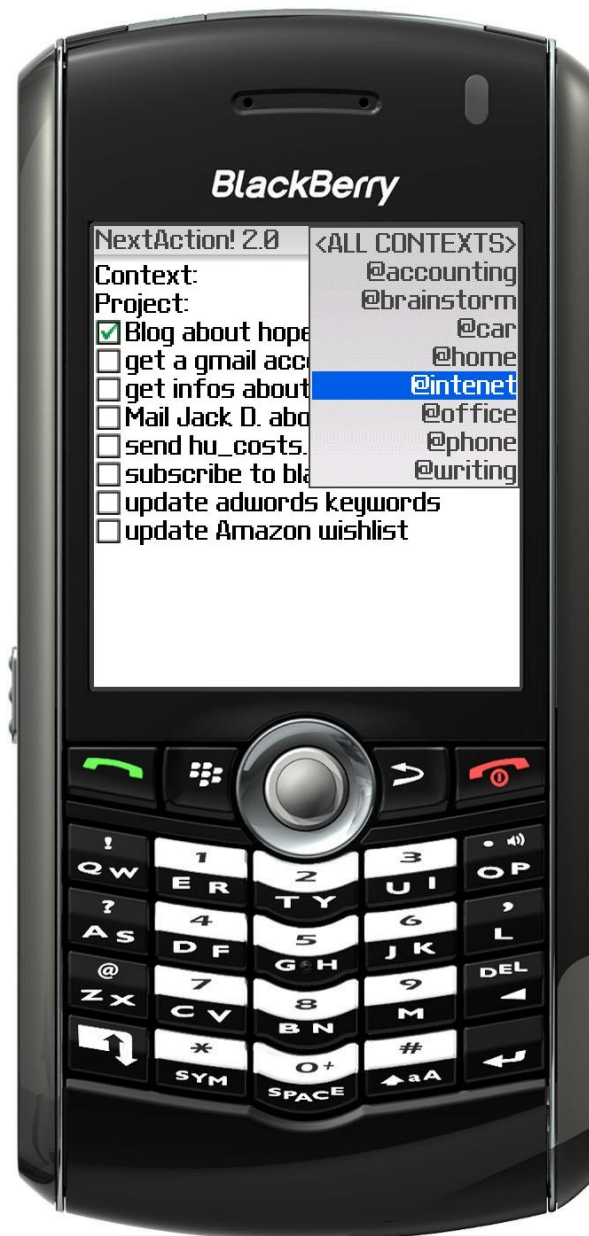


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Getting *NextAction!*

A free Demo version is available since version 2.0 of *NextAction!*. The demo version offers the full functionality and let you try the software for 30 days. You can download the free demo version at <http://www.next-action.com>.

The website above will also give you options to buy the full version. An upgrade to the full version is very fast and easy. All of your data will be kept during the update.

Compatibility

NextAction! is compatible with all BlackBerry® models using BlackBerry® OS 4.2 or higher.

Installing *NextAction!*

To install *NextAction!* you have to extract all contents of the zip-archive “nextaction.zip” to a single directory on your desktop computer. After that, point your BlackBerry® Desktop Manager or [PocketMac](#) to the file “nextaction.alx”. The program will install on your device and the new program icon for *NextAction!* will appear. (🔗) More detailed installation guides can be found on the Internet:

- [Using your Microsoft Windows machine](#)
- [Using your Mac OS X machine](#)

The “Getting Things Done” Method

Excerpts from http://www.davidco.com/what_is_gtd.php:

“GTD® is the popular shorthand for "Getting Things Done®", the groundbreaking work-life management system and book by David Allen that transforms personal overwhelm and overload into an integrated system of stress-free productivity.”

“

- *Capturing anything and everything that has your attention*
- *Defining actionable things discretely into outcomes and concrete next steps*
- *Organizing reminders and information in the most streamlined way, in appropriate categories, based on how and when you need to access them*
- *Keeping current and "on your game" with appropriately frequent reviews of the six horizons of your commitments (purpose, vision, goals, areas of focus, projects, and actions)*

“

For further information we strongly suggest the book “[Getting Things Done: The Art of Stress-Free Productivity](#)” by David Allen.

Using *NextAction!*

You can assign a context and a project to a next action. Each next action must have a context. A project is optional.

A context usually indicates a place or a mode of work where you can do the actions. The GTD method suggests using contexts as the main categorization method.

If you want to do focused work on a specific project or want to see all actions that belong to that project, you can also view the next actions categorized by project. You will see all next actions that belong to the project regardless of the context.

Example contexts:

- @office
- @computer
- @internet
- @home
- @car

Furthermore we suggest creating the following special contexts: (See GTD book for more information on them)

- waiting for
- inbox

The main next action list



After starting the program you will see the main screen of *NextAction!*. It allows you to select a context or a project via the two drop-down boxes on top of the screen. Below are all next actions in the respective context/project. Each next action has a checkbox which is unchecked if the next action has to be done, or checked if it is already done. You can choose to hide/unhide completed next actions via the menu.

There are two special categories: “All projects” and “All contexts”. If you select a project, all contexts are automatically selected and vice versa.

If “All projects” and “All contexts” are selected, all tasks of the BlackBerry® task database are visible. This includes tasks, that have no context yet (if you have created a task e.g. with the internal task application, it is possible that it is not assigned to any context) and allows you to add a context to them to make them available in a context in *NextAction!*.

Key-Layout in the next action list:

<space>	- marks the selected next action done/undone - changes to the next context/project
<enter>	opens the selected next action
	deletes the selected next action
n	creates a new next action with the current context/ project as default
s	sorts the list
p	if the current action has a project assigned. You can view and edit information about the project. Internally this information is stored as a BlackBerry Memo.

Creating a new next action

You can create a new next action by pressing “n” in the next action list or selecting “new next action” in the menu. You will get the two text fields “Next Action” and “Note” which will map to the task name and task note of the internal task application. Furthermore you have two choiceboxes for context and project. The current context/project is preselected for a new next action. A context must be selected for each next action. You can optional assign a project. To save the next action you can press “save” from the menu or just exit the screen and a save dialog will appear.

Viewing/Editing a next action



To view the details or to edit a next action you can press “<enter>” in the next action list or select “open” from the menu. It is possible to mark the action as “someday/maybe” if it is not intended for immediate action.

Deleting a next action

You can delete a next action by pressing “” or choosing “delete” from the menu. Depending on the program settings you will get a security-dialog to confirm the process. The next action will be deleted permanently from the BlackBerry® task database and depending on your synchronization settings also from your desktop task application.

Managing Contexts



By selecting “contexts” in the next action list, the context manager will open up. A list will show all categories of the BlackBerry® task database. As these categories are also used in other BlackBerry® applications like the address book, you might want to hide some of them in *NextAction!*. By pressing the “<space>” key, you can hide/unhide the selected category.

You can also add a new context, delete a context or rename a context via the menu.

Managing Projects



By selecting “projects” in the next action list, the project manager will open up. As the BlackBerry® task database does not natively support projects, a project is represented as a normal category with a preceding project indicator (standard “p:”) in the name. You can add a new project, delete a project or rename a project via the menu. If a project is not intended for immediate action, you can mark it “someday/maybe”.

Settings

You can open the program settings by selecting “Settings” in the next action list menu. All settings can be configured by selecting/unselecting the relevant check boxes. It is also possible to change the internal used project/somedaymaybe indicators. Usually you do not need to change this setting. Changes are saved automatically.

Localizations

Since *NextAction!* 2.0 you can use *NextAction!* in your own language. Depending on the language you have set up in your BlackBerry's® settings (“Options → Language”) *NextAction!* will appear in that language. Currently supported languages are:

- English
- German / Deutsch
- Chinese / 中文

Synchronize Data with your Desktop

NextAction! uses the internal BlackBerry® task database. It is therefore compatible with all Desktop applications that can sync with your BlackBerry® tasks. As the BlackBerry® task database does not support projects, they are represented as normal categories with a preceding “p:”.

NextAction! has been tested with the following desktop products:

- Microsoft Outlook
- Lotus Notes
- Act!
- Novell Groupwise
- iCal
- Entourage

More detailed synchronization guides can be found on the Internet:

- [Synchronization with a Microsoft Windows machine](#)
- [Synchronization with a Mac OS X machine](#)

Calendar

For tasks with a deadline or hard time constraints (a.k.a. "hard landscape") we suggest to use the internal BlackBerry® Calendar application. Complying with the idea of the GTD method *NextAction!* does not support time constraints on a next action.

Habitual Actions

To establish habits or for other daily activities we recommend the program [HabitMaster](#) for BlackBerry®. It allows you to review and track daily habits and prevents your calendar from clogging up with them.

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