

Quick Guide

NextAction! for BlackBerry® Wireless Handheld

About

NextAction! helps you to implement GTD on your BlackBerry®. You can get more information as well as a free demo version at: www.next-action.com

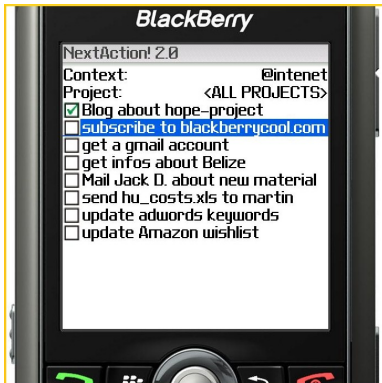
Installation

Extract all contents of the .zip file to a single directory and select the .alx in the "Application Loader" of your "BlackBerry Desktop Manager". Follow the instructions and the program will be installed on your BlackBerry®. More detailed guides on third party application installation can be found here:

- [Using a Microsoft Windows PC](#)
- [Using a Apple Mac OS X machine](#)

Usage – Main Screen

NextAction! has been built to **boost your productivity**. Therefore, NextAction!'s main screen comes in a very simple layout. It allows to access and process your next actions as fast as no other application on the market. Please find an example below:



Who should use NextAction!?

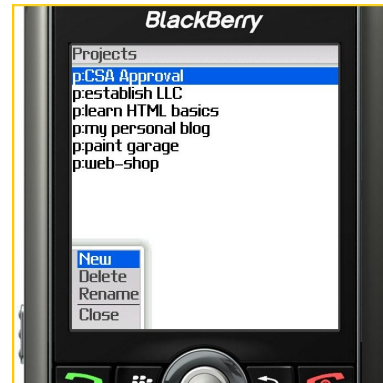
NextAction! users should be dedicated to the principle of [GTD](#) and therefore be interested in self-improvement and personal productivity optimization.

As NextAction!'s design has been on the rules of [David Allen's](#) „Getting Things Done“ (GTD) and is the market-leading application for BlackBerry® Wireless Handhelds in this field.

NextAction! is made for efficiency and speed. So you should be someone who cares about his time and want want to put your productivity to a new level.

Usage – Contexts & Projects

According to David Allen's GTD method you have to add a context to any next action you created. Moreover, you can optionally add a project to the next action you created. It is furthermore possible to mark a project or a next action as „someday/maybe“ if it is not intended for immediate action. Below is a screenshot of the project manager:



Usage – Shortcuts

You can use a lot of key shortcuts in every screen. The most important key is **space** as it can select and deselect every item that is selectable; including next actions and contexts. Shortcut overview:

SPACE	Toggles the selected item (e.g. next action, context)
„N“ Key	Creates a new next action
„S“ Key	Sort the list according to selected sorting attributes
„P“ Key	Project Info:view and edit information about the project
ENTER	Enters the currently selected next action
DEL	Deletes the selected item
ESCAPE	Exits every screen

Usage – Desktop Synchronization

A task application is nothing worth if you cannot synchronize your tasks with your desktop application. NextAction! integrates natively into your BlackBerry's® tasks database and is therfor compatible with a lot of desktop applications you can synchronize your data with:

- Microsoft Outlook®
- Lotus Notes®
- ACT!®
- Novell Groupwise®
- Entourage®
- iCal®
- Now Contact® / Now Up-To-Date®

This kind of synchronization has been tested on Microsoft Windows® and Mac OS X® machines. Please refer to the following links for detailed synchronization guides:

- [Task Synchronization BlackBerry to Microsoft Windows](#)
- [Task Synchronization BlackBerry to Mac OS X](#)

Requirements: BlackBerry® OS 4.2 or above

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