

NextAction!

Implementing GTD (Getting Things Done) with your Windows Mobile device.

by [S4BB Limited](#)

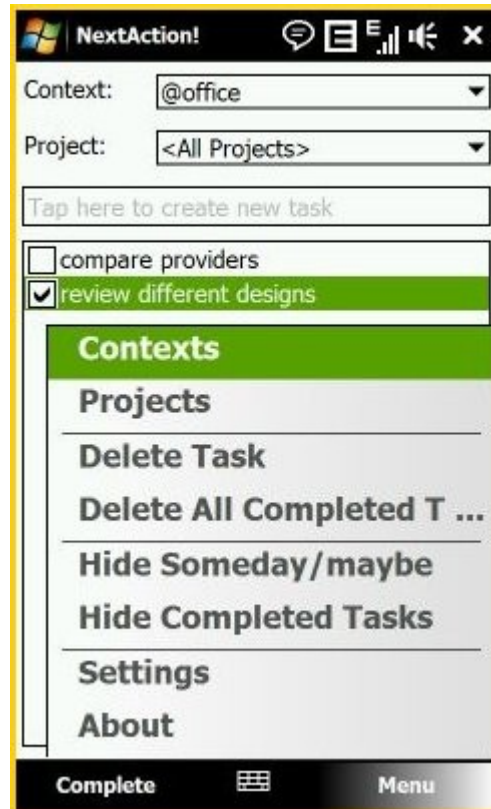


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Getting *NextAction!*

A free Demo version of *NextAction!* is available. 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.s4bb.com/software/nextaction/nextaction-for-windows-mobile/#download>.

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 modern Windows Mobile devices.

Installing *NextAction!*

To install *NextAction!* you have to extract all contents of the zip-archive “NextActionSetup.zip” to a single directory on your desktop computer. Connect your Windows Mobile device to your desktop computer and copy the file NextActionSetup.CAB to your device. On the device use the the file manager to start the setup program.

If you have been provided with an OTA download link, you can just point your browser to it and download the application on the device.

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.

Creating a new next action

You can create a new next action by entering text in the “Tap here to create new Task” section. After pressing enter a screen will pop up where you can select a project and context for it. You will also be able to add an optional note. A checkbox allows you to mark the action as “someday/maybe” item.

Viewing/Editing a next action



The screenshot shows the 'NextAction!' app interface. At the top, there is a status bar with a Windows logo, the text 'NextAction!', and icons for a speech bubble, a list, signal strength, and a speaker. Below the status bar, the title 'Next Action' is displayed. A text input field contains the text 'compare providers'. Below this, there are two dropdown menus: 'Context:' with the selected value '@computer' and 'Project:' with the selected value 'new company website'. A checkbox labeled 'Someday/Maybe' is currently unchecked. Below the checkbox is a text input field labeled 'Note'. At the bottom of the screen, there is a black bar with three buttons: 'Done', a keyboard icon, and 'Cancel'.

To view the details or to edit a next action just tap on it in the next action list.

Deleting a next action

You can delete a next action by tapping on a next action in the list and holding the “tap” for about one second. The option to delete will pop up. Depending on the program settings you will get a security-dialog to confirm the process. The next action will be deleted permanently from the Windows Mobile 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 Windows Mobile task database. You can 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 Windows Mobile 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.

Synchronize Data with your Desktop

NextAction! uses the internal Windows Mobile task database. It is therefore compatible with all Desktop applications that can sync with your Windows Mobile tasks. As the Windows Mobile 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
- Exchange Server
- Lotus Notes
- Act!
- Novell Groupwise
- iCal
- Entourage

Calendar

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

Important Notice

GTD and “Getting Things Done” are trademarks of David Allen & Co.