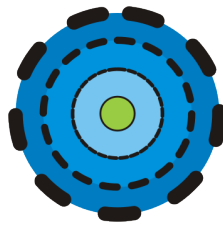




# Quick Guide



## NextAction! for Windows Mobile

### About

NextAction! helps you to implement GTD on your Windows Mobile device. You can get more information as well as a free demo version at: [www.next-action.com](http://www.next-action.com)

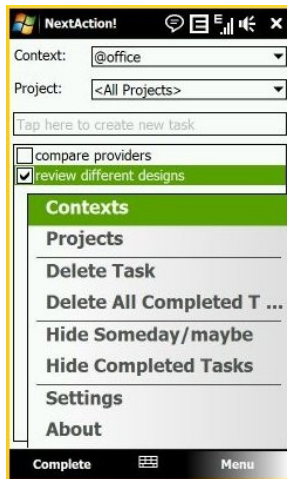
### Installation

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.

### 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!?

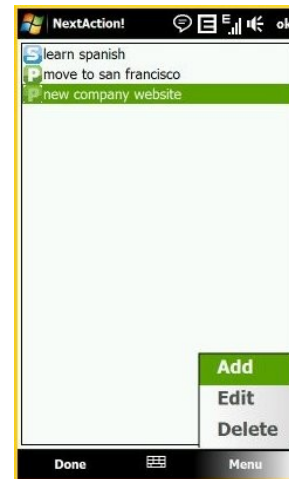
NextAction! users should be dedicated to the principle of [GTD](#) and therefore be interested in self-improvement and personal productivity optimization.

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

NextAction! is made for efficiency and speed. So you should be someone who cares about his time and 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 – Desktop Synchronization

NextAction! uses the internal Mobile task database. It is therefore compatible with all Desktop applications that can sync with your Mobile tasks. As the 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