

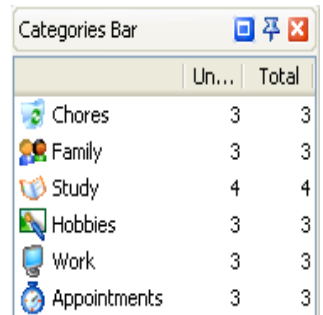
Start Up Guide

Your personal productivity and success depends much on how organized your life is.
Use VIP Simple To Do List for getting organized.

Step 1. Organize your life

Think of essential categories your life consists of, goals you set, projects you plan.

- Create Categories (**Categories** -> **New Category** or Click right button of the mouse on **Category Bar** and select **New Category**)

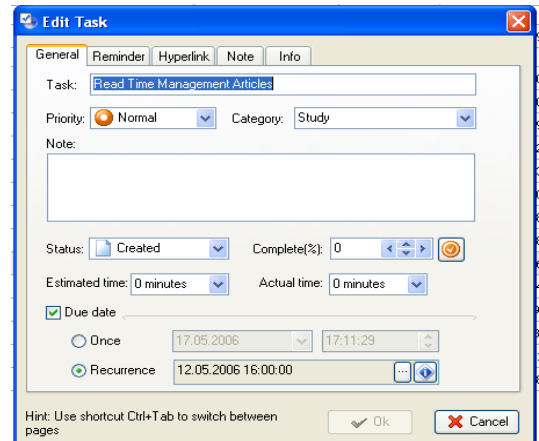


	Un...	Total
Chores	3	3
Family	3	3
Study	4	4
Hobbies	3	3
Work	3	3
Appointments	3	3

Step 2. Make your to do list

For each of category make a list of tasks that you would like to do or have to do.

- Create tasks (**Tasks** -> **Create Task** or **Create Task** button **Ins** or **CTRL + ALT + A**)
- Use RTF Editor to add notes (**Edit Task** -> **Notes**)
- Link tasks to files or web resources (**Edit Task** -> **Hyperlink**)



Edit Task

General | Reminder | Hyperlink | Note | Info

Task:

Priority: ☐ Normal ☐ High ☐ Urgent ☐ Highest Category:

Note:

Status: Complete(%):

Estimated time: Actual time:

☒ Due date

☐ Once

☐ Recurrence

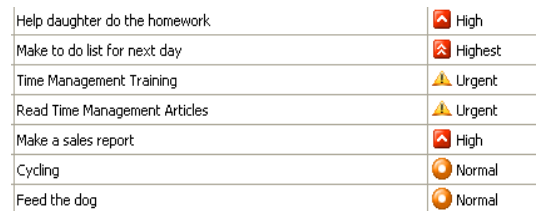
Hint: Use shortcut Ctrl+Tab to switch between pages

Ok Cancel

Step 3. Set your tasks' priority

Set priorities for your tasks as only 20% of them lead to 80% of your success.

- Change tasks priority (**Tasks** -> **Increase/Decrease Priority** or **Increase/Decrease Priority** buttons or **SHIFT + CTRL + UP/DOWN**)

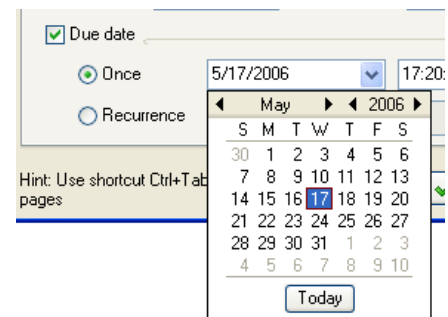


Help daughter do the homework	High
Make to do list for next day	Highest
Time Management Training	Urgent
Read Time Management Articles	Urgent
Make a sales report	High
Cycling	Normal
Feed the dog	Normal

Step 4. Schedule your tasks

Set realistic due dates for your tasks and set reminder not to miss a thing.

- Open Edit Task dialog (**Double click** on a task in the Task Grid or **Edit Task** button or **F4** or click the **right button** of the mouse on a task and choose **Edit Task**)
- Set Due Date and Time for common and recurring tasks (radio button **Once**, drop down **Calendar** or radio button **Recurrence**)
- Set Reminder to get a desktop message or sound alarm (**Edit Task** -> **Reminder**)



☒ Due date

☒ Once ☐ Recurrence

May 2006

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

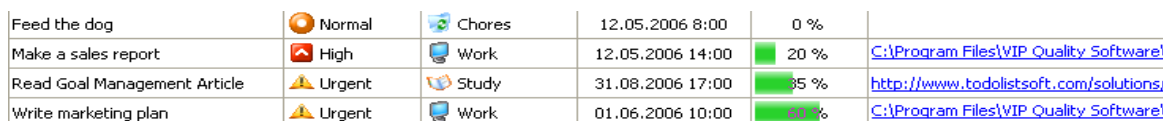
Today

Hint: Use shortcut Ctrl+Tab to switch between pages

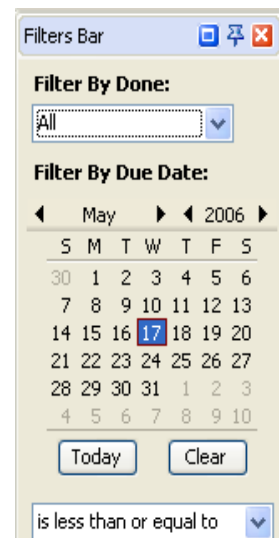
Step 5. Track your progress

Be aware of what you have already done, what you are doing and what you still need to do.

- Group the tasks the way you need (**Drag and Drop** any column header on the space above the **Task Grid**)
- Make a list of all tasks, 'done' tasks or 'undone' tasks (**Filter Bar** -> **Filter By Done**)
- Filter tasks by categories (**Category Panel** -> double click on a category)
- Make a list of tasks for a certain date (**Filter Bar** -> **Filter By Due Date**)
- Change percentage of tasks' accomplishment (**Edit Task** -> **Status** and choose or type exact % number)



Feed the dog		Chores	12.05.2006 8:00	0 %	
Make a sales report		Work	12.05.2006 14:00	20 %	C:\Program Files\VIP Quality Software\
Read Goal Management Article		Study	31.08.2006 17:00	35 %	http://www.todolistsoft.com/solutions/
Write marketing plan		Work	01.06.2006 10:00	60 %	C:\Program Files\VIP Quality Software\



Filters Bar

Filter By Done:

Filter By Due Date: May 2006

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today Clear

is less than or equal to

Thank you for your interest in our products,
VIP Quality Software Team