



**ToDoneIt!** Innovative Productivity Task Management App

**ToDoneIt!** from BoApps, LLC, is a unique and revolutionary method of managing your time and the tasks you need to perform each day.

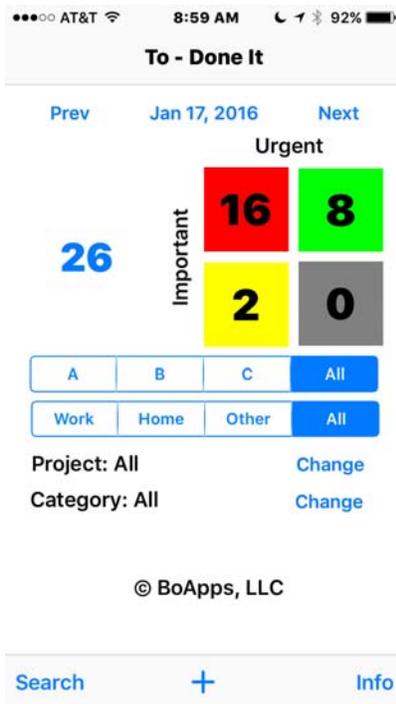
No app combines the power of the **Quadrant Method**; the **ABC Prioritization Method**; **Task Reoccurrence**; **Work vs. Home vs. Other**; and **Categories / Projects** like **ToDoneIt!** You can use all of these features or just the ones that work best for you.

It's that simple – it's that powerful – it's that flexible.

**ToDoneIt!** combines the two most powerful time management tools in a unique way – the Quadrant Method (Q1, Q2, Q3 & Q4), and the ABC Prioritization Method.

## Quadrant Method

The **Quadrant Method** uses a 2 x 2 grid of “Important vs. Urgent.” Important is defined as “Does it need to be done? What would happen if it does not get done?” Urgent is defined as “Does it absolutely need to be done today”



These two terms create four different options:

**Q1: Important and Urgent** – this is the “Crisis” quadrant. These are tasks which need to be done today, problems that need to be solved immediately, pressing or passed deadlines.

**Q2: Important but Not Urgent** – this is the “Proactive / Planning” quadrant. These are tasks that need to be done in order to prevent them from moving into the Q1 “Crisis” quadrant. Besides proactive and planning tasks, items in this quadrant can include relationship building (so you have them when you need them), recreation / relaxation (to recharge your ‘batteries’), new opportunity development (so you can leverage them when you need them) and daily maintenance (such as exercise, meditation, yoga, etc... to keep your body and mind strong)



**Q3: Not Important but Urgent** – this is traditionally referred to as the “Distractions” quadrant containing tasks that cause interruptions, etc. However, this quadrant can also be re-defined as “Popular Tasks” meaning tasks that are not important in the grand scheme of life but are urgent in that their ‘life cycle’ is short. Such tasks are may be discussing yesterday’s game, current events, recent events in the lives of your friends and family, etc.

**Q4: Not Important but Not Urgent** – this quadrant is traditionally referred to as the “Busywork” quadrant. However, this quadrant can also be re-defined as tasks that need to be done eventually but are neither important or urgent at this moment. These tasks can also be “fillers” for when you have a few minutes before your next meeting, while sitting at the airport, waiting on someone to arrive, etc.

### ABC Prioritization Method

The **ABC Prioritization Method** helps to prioritize the tasks based on:

**A Priority Tasks:** Need to be done first – highest priority

**B Priority Tasks:** Once the A Tasks are dealt with sufficiently, then the B Tasks can be accomplished

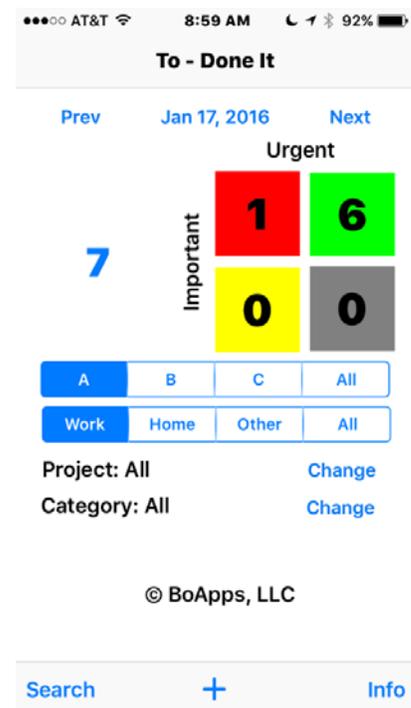
**C Priority Tasks:** Lowest level of priority and, if you are like most people, probably won’t get done today. However, the task may be a C Priority Task today, but it might be a B Priority Task tomorrow

By combining the Quadrant Method and the ABC Prioritization Method, you can easily subdivide the lengthy list of tasks to be accomplished into manageable subgroups.

### Other Helpful Methods

Since most people have tasks that reoccur on a regular basis, all you need to do is enter a task and its **Reoccurrence** interval once and the **ToDoneIt!** app will keep track of its next occurrence so you don’t have to remember.

The **ToDoneIt!** app also allows you to separate **Work** related tasks from **Home** related tasks from **Other** related tasks. No one likes to see the tasks that need to be done at home when they are at work. And no one really likes to see their work related tasks when they are at home! **ToDoneIt!** Allows a third group as well. **Other** is for tasks





which need to be done but are not related to work or home – such as kid’s soccer, scouts, faith organizations – tasks which are done away from work and home.

The **ToDoneIt!** app further allows you to sort your tasks by **Categories/Projects** you develop (yard work, errands, shopping, vacation planning, project A, project B, etc...). You can create any categories that will help you further group, sort, and filter your tasks.

As you can see, **ToDoneIt!** combines the power of the Quadrant Method, the ABC Prioritization Method, Task Reoccurrence, Work vs. Home vs. Other, and Categories/Projects in a very dynamic way. You can use all of these features or just the ones that work best for you.

**It’s that simple – it’s that powerful – it’s that flexible.**

If you have feedback on how to further improve the **ToDoneIt!** app, please e-mail us at feedback [at] boapps [dot] net.

Visit our website at [www.boapps.net](http://www.boapps.net).

Thank you and enjoy!