

Hana - User Manual

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"Moments away from beginning your journey to a more productive you"

Hana is an all-in-one, research based, user-driven solution to productivity management, aimed at enabling the user to achieve their maximum level of productivity. Unique to Hana is it's roots in research, seeking to close the gap between the user and the considerable research available. Each module serves a different purpose, allowing the user to discover for themselves which productivity techniques are best suited for their needs.

Background and Motivation

Initially, our application was inspired by a conversation between two of our devs, Charles Hennessey and Malachi Musick. They were pitching various ideas back and forth to each other, when they landed on the idea of a productivity app. Avid users of these kinds of mobile and desktop apps, they recognized a gap in the market. Generally unsatisfied by the countless apps they've tried in the past, they set out on their own to create their own productivity application, which later become known as Hana! Of course, they couldn't do it alone, so they brought on two other developers, Yash Mittal and Aleksandar Antonov.

Instead of just copying the ideas of other app developers and simply putting a visual twist on their implementation, we decided to first spend time researching various techniques for productivity that both general people and psychologists stand by. Below are the techniques we ended up coming up with implementation for.

Get-It-Done: The productivity technique that is the meat and potatoes of the application. Here, a user may quickly store tasks throughout the day, using the button on the lower left of the screen. By allowing the user to get things that need to be done out of their head, these tasks may then be sorted and organized. Organization here is provided by attaching to a task a deadline, details about that task, and creating subtasks to subdivide the workload.

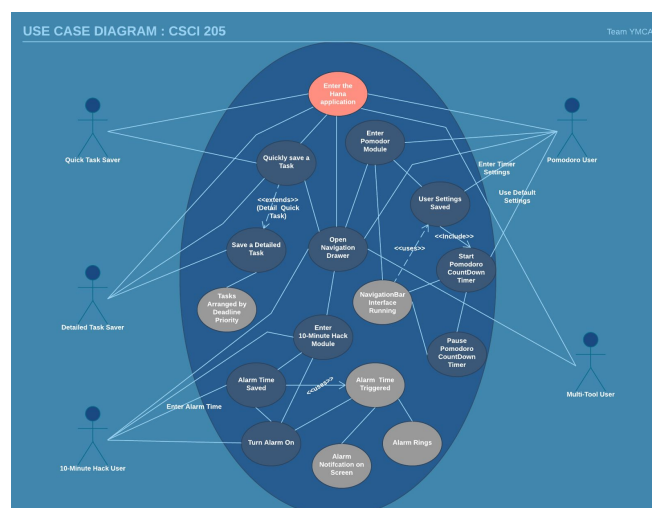
Pomodoro: The productivity technique that allows the user to set blocks for productive performance, with a default setting based on research recommendations. The length of time the user will be working on a particular task, the number of breaks, and the length of both varieties of breaks can all be set and saved. If the user so chooses, they may adjust and/or reset their setting before their work session has ended. Pause and resuming the timer is provided for on-click, or through your phone's navigation drawer, where the user may view, pause, or play their progress. Upon timer

completion, a notification message and an alert, if sound is on, will inform the user that their work session has come to an end. At this point, it is encouraged that the work completed is reflected in the task list.

10-Minute Hack: The productivity technique that allows the user to set an alarm, intentionally synchronized with when the user's typical start-of-the-day alarm would be. The pop-up window that appears at the specified time is intended to encourage the user to begin their day in a manner that will maximize their productivity. If the user can get a task done in those first 10-minutes of the day, it has been research proven that the user's productivity throughout the day will be more well-established and consistent. Utilization of this technique does not have to be specified to the beginning of the day, and can be used anytime the user would like to go about initiating a larger workflow with a small step, breaking up work into sectioned 10-minute bursts, or setting a simple one-stop deadline for a quickly completable task.

Alerts & Alarms: As mentioned above, the user will be receiving periodic Alerts or Alarms based on which modules are implemented. Alarms appear when they are relevant to the user, to keep them on task in a manner that conforms with the structure recommended in research. For example, with Pomodoro active, alarms and notifications will go off to inform the user when to switch to work or a break so they are consistent with the Pomodoro Technique.

Letting Research Guide Your Usage of Modules: The research may not be inherently visible to the user, with named modules of different functionality guiding that research to the user's hands. The user is encouraged to try different modules to acquire a sense of which techniques best suit the variety of tasks they are to complete. Research has shown that a singular frame for performance and workflow is exhaustive and not complementary to an individual's natural flow and ebb. A variety of effective, proven, and accessible productivity techniques allows the user a level of guided variety in tackling a given day that maximizes productivity with maintained interest and return.

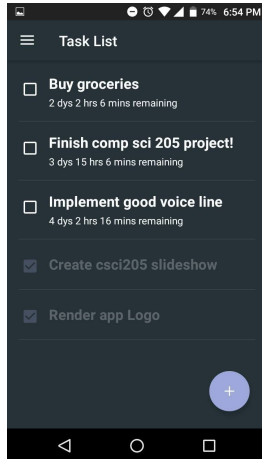


(Refer to Use-Case Diagram for user points of entry)

"So let's begin. A productive you awaits."

Application Instructions:

First time using the application? Proceed to hit "Begin" and begin your Hana! journey. Hana! will remember if you've stored data into the application - don't worry about hitting that begin button next time you return, you've already done the biggest part.

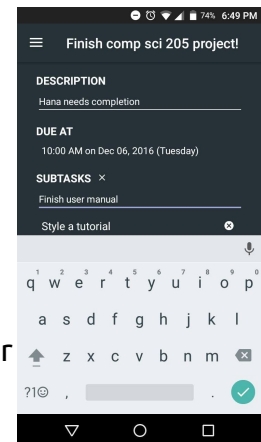
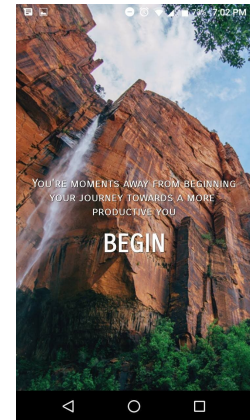


First Steps with Getting-Things-Done:

Upon entry to the app, you will see your Task List, the backbone of managing what you'll be setting out to accomplish. You're free to add task using the floating action button at the bottom right.

Don't have much time? Simply add the task and you can add further details, like subtasks, descriptions and a deadline later by clicking on the task again when you've got time to organize yourself later. True to Get-Things-Done form, once you've added task details, you're tasks will be arranged by priority, with whatever's to be due soonest appearing at the top of your Task List.

When you're done with a task, simply click the open box by the task, and down it goes to the bottom of the list, blending away and allowing you to focus on what's next to do. If you decide you'd rather simply remove a task that's wound up unimportant or not needing your focus, touch the task you'd like to do away with and swipe it away. Just in case you accidentally swipe a task, especially one you'd been looking to track and work on, off the screen, 'Undo' and it's back in your hands.



Getting Going:

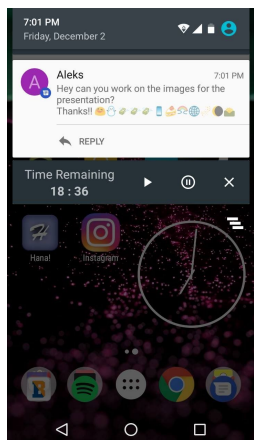
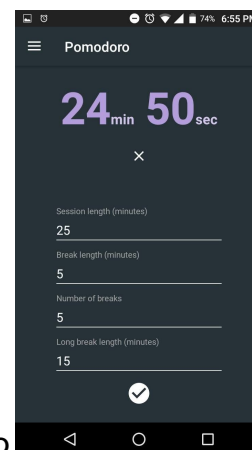
If you need to get to work at the moment, refer to the other modules and they'll serve you well. They're a click away, by a touch of the module drawer menu which opens from the stacked bars at top left of the screen. Below are some pointers to guide your decision of which module to us.

- Have you got a lot of work you'd like to work through with focus and consistency? Looking to do something with that odd hour between classes you never know quite what to do with? Worried about getting distracted as you chip away at your work? Check out Pomodoro.

- Have a task you can do in ten or so minutes, but having a hard time getting started? Have a large project you'd like to get the wheels rolling on? Want to take a nap or go to bed and make sure you're up and working right away? Looking to start the day off as your most productive self? Hack your productivity with the 10-Minute Hack.

Pomodoro:

By default, you're ready to go with the most trailed-and-tested settings in Pomodoro, available to you from the module drawer.. We've set you up, as informed by research, to have working block, with a 25 minute productivity session interrupted by a 5 minute break during which you can sit back or rejuvenate during however you'd like. The work sessions will repeat for as many breaks as you've set, the default being 5 breaks, to give you a solid hour and a half of progress towards whatever the objective. The long break is there for you to set aside time truly away from your work, before firing Pomodoro back up and diving in once more. Touch the timer to get rolling, or to pause as you need.

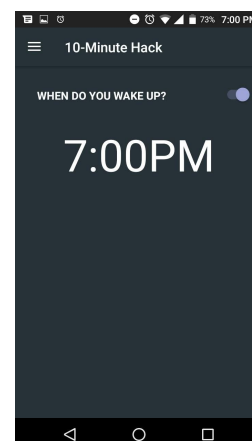


Take a moment to look at your notification bar, you'll notice the timer is there, keeping track of the time left in your work or break cycle in case you'd like to step away from the app to work elsewhere on your phone. When the timer runs out, you'll get an alert stating so, at which point you can return to the app and check off a completed task or two, begin another session, or use another module to fit your needs.

As you familiarize yourself and get a sense of what might work best for you, enter the customization menu by touching the gear; don't forget to save your new settings by clicking that check mark.

10-Minute Hack:

With work to be done, be it at the moment, as you kick off your day, or after a nap, research has shown a strong start can be a person's greatest drive through their work. As currently implemented, Hana is tailored for getting you flowing through your work from the start of your day. Touch the 10-Minute Hack module from the module drawer, and by touch of the clock set the time when you usually



wake up to your alarm. With 10-Minute Hack active, you'll receive a coinciding alarm at the set with, with a notification to spur you into action.

Now that you're going, tailor Hana's modules to your use. Start off your day with the 10-Minute Hack and transition into Pomodoro to naturally step into working through your tasks. Add tasks when they come to you in Task List, detail them when you have time on your hands, and switch modules and shape Hana's modules as they suite your needs. You'll be checking tasks off before you know it!

