

Outlines: Due.app Workflow and Notes

- [Overview](#)
 - [Why Use Due](#)
 - [Ebb and Flow](#)
 - [Default Setting](#)
- [Use Cases](#)
 - [Today](#)
 - [Medical](#)
 - [Rituals](#)
 - [OmniFocus](#)
 - [Repeating Reminders](#)
 - [Out of Scope](#)
 - [Communications](#)
- [Random Tips](#)
 - [Drafts Actions](#)
 - [Launch Center Pro](#)
- [Scripts, Workflows and Other Goodies](#)

Overview

Why Use [Due](#)

- The Pitch:
 - It's screaming fast.
 - Easy to use.
 - Genius implementation for deferring reminders.
 - Is available on my iPhone, iPad and Mac.
- Meanwhile, in the Real World^[1]:
 - I am absent-minded.
 - I have a scorching case of the ADHD.
 - I will forget to eat if left alone for long periods of time.
 - I have several medical issues.
 - I have multiple reminders set to take medication.
 - If I didn't have most of these strategies in place I'd be divorced, intolerable and manic.

Due Controls the Ebb and Flow of My Day

- I use Due to gently (or viciously) remind me there are things which require my attention throughout the day.
 - Example: Returning a phone call.
 - I don't know if my son will be screaming his lungs out at 9:30 on Thursday morning.
 - I might call, but not reach the person I need to speak with.
 - Due allows me to stop worrying about the logistics and focus on completing the tasks.
 - If I can't make the call, I just tap the hour glass icon.
- Sanity Check: Most things just need to get done sometime today. Due nags me until I get them done.

Default Settings:

Setting	Value
Snooze	1 Hour
Sync	Dropbox
Quick Access	Overdue Only
Quick Access Timings	06:00
	11:30
	16:30
	19:0

- Nota Bene: My iPad is set to never sound an alert.

Use Cases

Today

- Any tasks that come up and must be completed on the same day are always placed in Due.
 - Formatted: TODAY Ξ foo.
 - Usually set to one of my four quick times.
 - [Install](#).

Medical

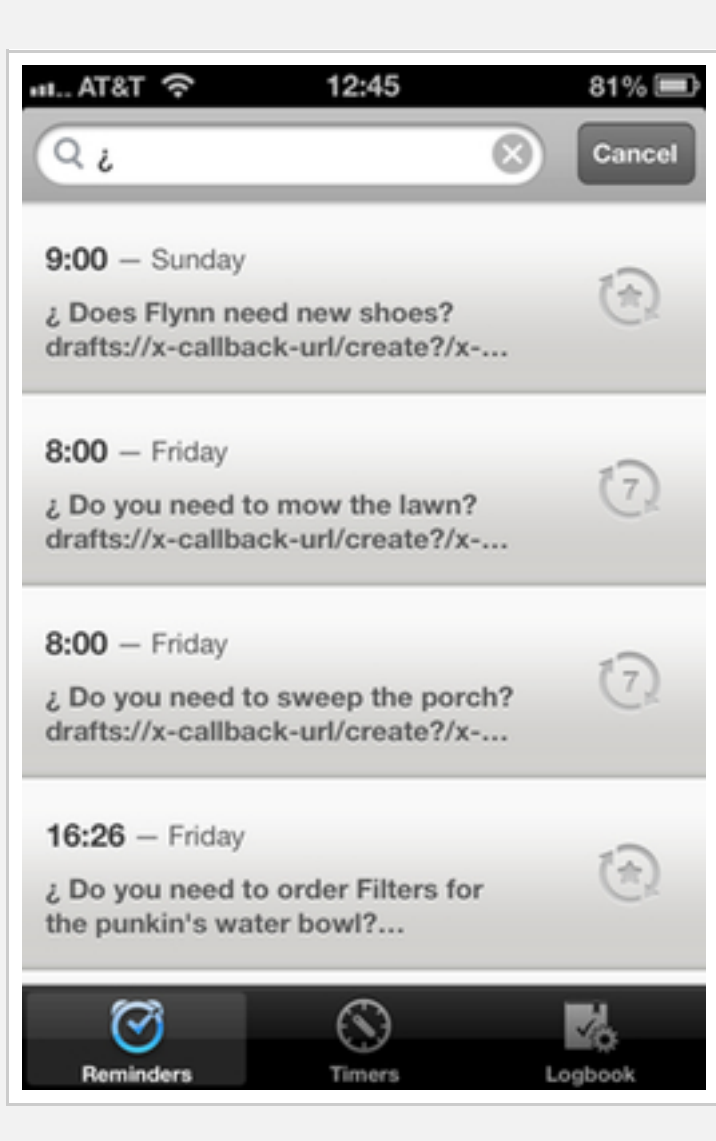
- I take a lot of pills, and Due helps remind me when I need to take them.
 - I use a distinct alarm for my pills.
 - I set the snooze to one minute.

Rituals

- Some folks keep their morning / evening / weekly review checklist in OmniFocus.
 - This freaks me out.
- I have repeating events to trigger my ritual checklists.
 - I use a distinct alarm for my checklists.
 - I set the snooze to one minute.
 - If the checklist involves working at my computer, I add a URL to open the checklist on [Workflowy](#).
 - If the checklist involves work away from my computer, I add a URL to open the [Paperless Lists iOS app](#).

Some Checklists Involve Items That Create Additional Due Reminders:

- I have morning and evening checklists for the house.
 - For this example, the interesting items on these checklists include a question mark.
 - These items contain a URL in the note field for quickly generating a Due 'Today' type reminder.
 - Items you'll find on my checklists:
 - Do I need to do anything with the dishwasher?
 - Do I need to do anything with the laundry?
 - Do I need to buy milk?
 - Do I need to make a pitcher of iced tea for my wife?
 - Do I need to set the DVR for a hockey game?



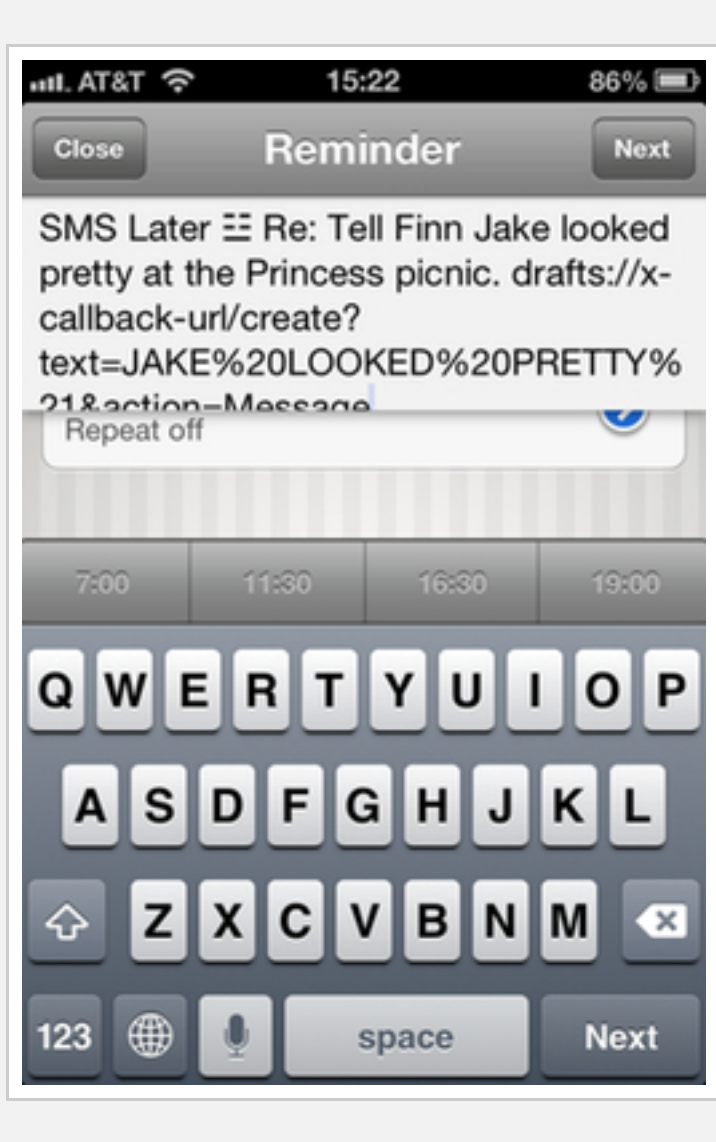
Additional Reminders Screenshot

OmniFocus

- I have a few repeating reminders that will open OmniFocus perspectives:
 - Family - Set to open when my wife gets home from work.
 - Morning Review.
 - Evening Review.
 - Weekly Review.
 - Today.

Repeating Conditional Reminders

- I have reminders that are conditional triggers:
 - Weather.
 - Other people.
 - Not being able to see the amount of deodorant I have left because the cheap sonsofbitches won't put a window in the packaging.
- OmniFocus is terrible at handling these types of tasks.
- Due is great for reminders where the the actual repeating interval is unknown.
 - Create a repeating reminder with short intervals that ask you a question.
 - I usually set the intervals to one or two weeks (sometimes one month).
 - Append a URL to the reminder that will create a new OmniFocus task or Due reminder.
- Formatted: \mathcal{Z} foo?.



Repeating Reminders

Out of Scope

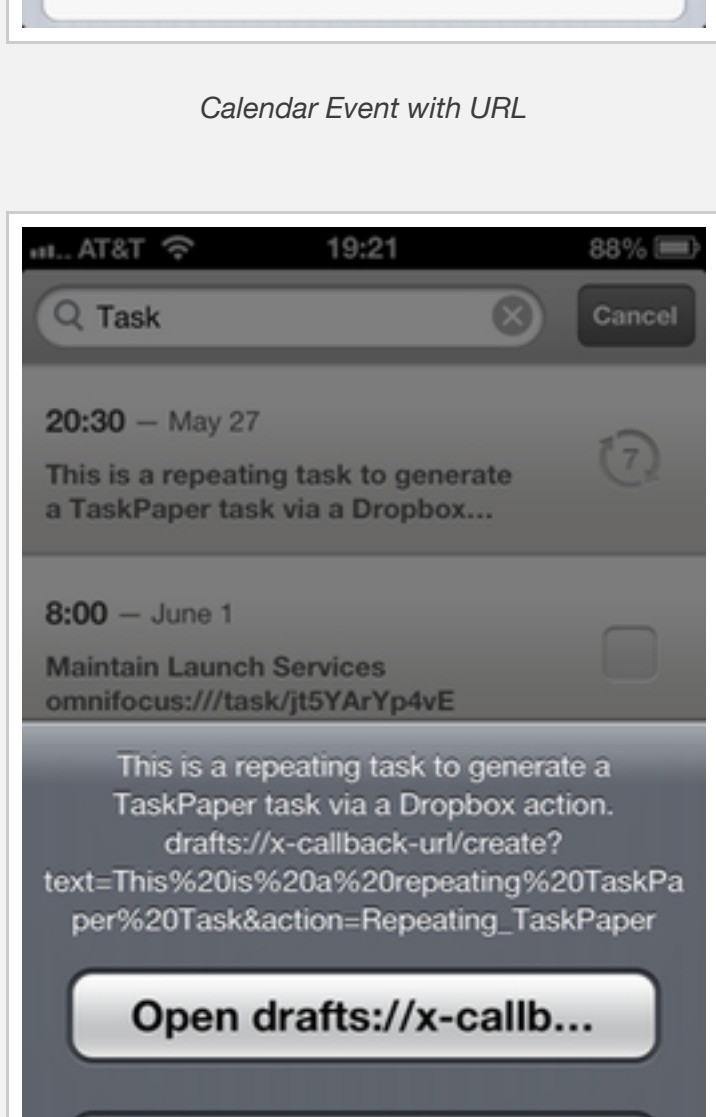
- My OmniFocus Inbox used to be chock full of items that involved checking out an app, or reading an article.
 - It sucked.
- I now add those items to Due: ^[2]
 - Apps, articles and other miscellaneous bits which might be interesting are formatted: LOOK INTO Ξ foo.
 - Articles that I don't *need* to read, or not associated with an already existing project are formatted: READ \otimes foo.
 - Podcasts that I'm not subscribed to, but want to listen to are formatted: LISTEN \otimes foo.
 - Bits of the day that I want to remember to add to DayOne later in the evening are formatted: LOG Ξ foo.
- Using a defined format allows me to quickly search the different types of reminders. This is important.
 - By quickly adding them to Due, I can silence the voice in the back of my head that won't go away until I know I won't forget about it later.
 - Later on that day, I perform a quick search and will probably notice way too many items.
 - This now triggers another voice in my head that is freaking the hell out.
 - I usually trash most of the reminders I added. 30 seconds later: there are no voices screaming at me.
 - Bonus: Due logs all completed tasks, so if I realize that I really do need to check out that \$400.00 pencil sharpener, I haven't lost anything.

Communication

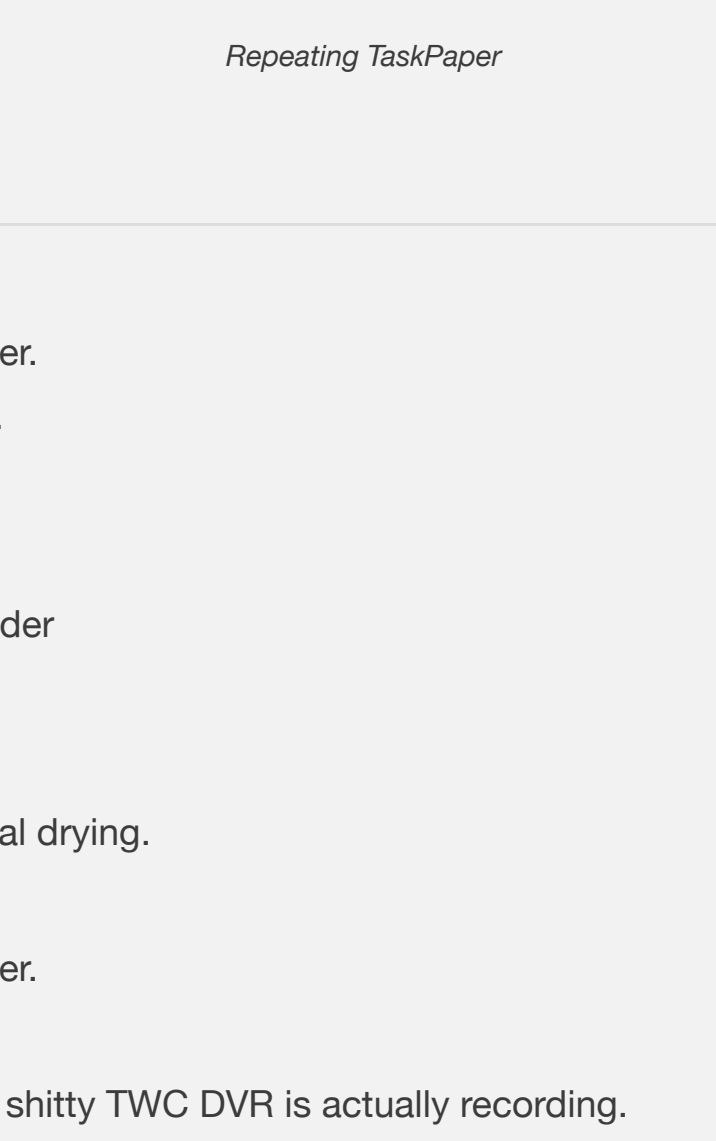
- Remember to discuss something with my wife.
 - A [Drafts](#) action formatted with my wife's name and set to trigger when she comes home from work.
- Remember to SMS a message to someone later:
 - Using a Drafts action I can quickly capture the essence of the message and who it's for, then ship it off to Due.
 - Formatted: SMS Later Ξ foo
 - [Install](#).
- Remember to respond to a mention on Twitter.
 - A Drafts action that appends the URL to open my Twitter mentions in TweetBot.
 - Formatted: Reply to Tooter Ξ foo.

`due://x-callback-url/add?title={{Reply to Tooter Ξ }}[[draft]]%20{{tweetbot://YOUR_USERNAME/mentions}}`

- Birthday Messages.
 - Remind me to SMS or call important folks on their birthdays.
 - You can use the URL scheme `Tel://xxx-xxx-xxxx` ^[3] to launch the phone app.



SMS Later

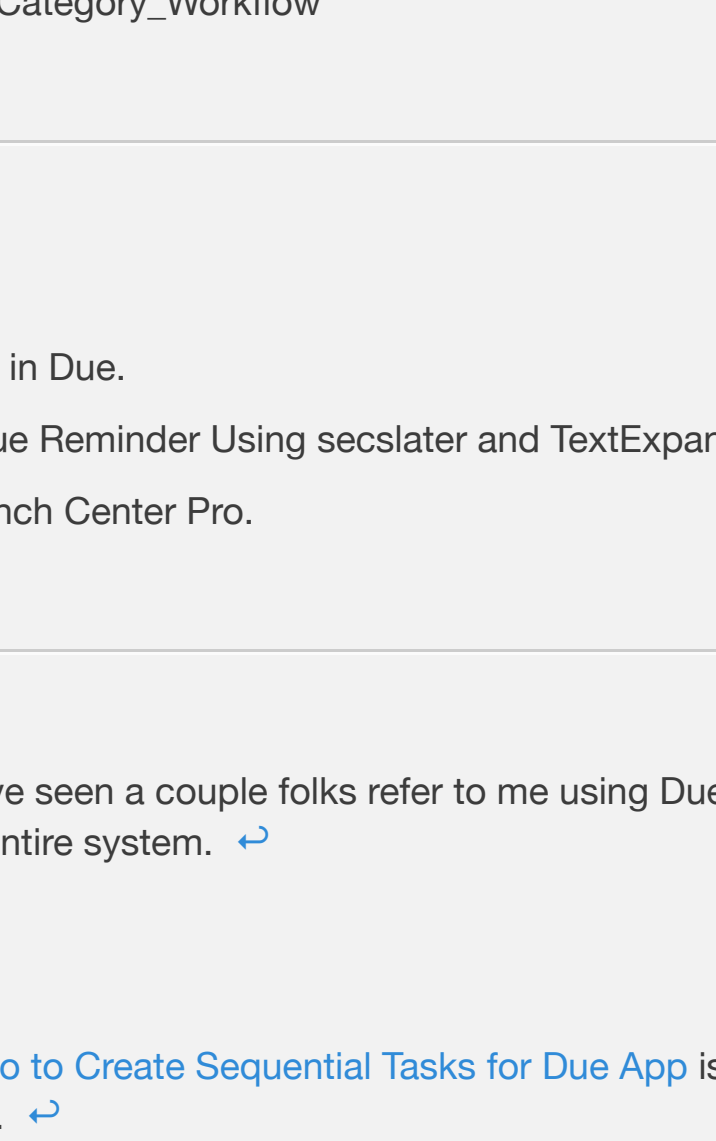


Reply to Tooter

Random Tips

Drafts Actions

- Reminders are not required to have alarms.
- Drafts Action for Creating Sequential Tasks in Due^[4].
- Drafts Action for Getting Me Out of the House on Time.
- Add Multiple Items to Due.
 - One Due reminder per line.
 - [Install](#).
- Set Due Reminders via a calendar event's URL field.
 - I prepend the calendar event title with: 🍌
- Due This Weekend.
 - Creates a reminder for 07:00 on Saturday.
 - [Install](#).
- Due Next Week.
 - Creates a reminder for 07:00 on Monday.
 - [Install](#).
- Use Due to Create Repeating Tasks in TaskPaper.
 1. Create a Drafts Dropbox action to append to a specific file.
 2. Create repeating reminder in Due with the URL to the above Drafts action.



Calendar/Event with URL

Repeating TaskPaper

Launch Center Pro

- Laundry
 - Creates a two stage sequential reminder.
 - Move laundry to dryer in one hour.
 - Fold Laundry in two hours.
- Run Dishwasher
 - Creates a three stage sequential reminder
 - Run dishwasher.
 - Put Dishes away.
 - Put Baby stuff away after additional drying.
- Set DVR for a New Jersey Devils Game.
 - Creates a two stage sequential reminder.
 - Asks for the time to set the DVR.
 - Asks for the time to verify that the shitty TWC DVR is actually recording.
- Get Ready to Go.
 - Creates a two stage sequential reminder.
 - Asks for the time to start getting ready to go.
 - Asks for the time I have to leave by.

Scripts, Workflows and other Goodies

- [Alfred 2 Due Workflow](#).
 - Add Calendar Events to Due.
 - Set Pomodoro timers.
 - Adds four quick time options.
 - Search Reminders.
 - Search Timers.
 - Search Log.
 - OmniFocus2Due.
- [OmniFocus2Due](#)

Categories: [Category_App](#), [Category_Notes](#), [Category_Workflow](#)

See Also:

- Drafts Action for Creating Sequential Tasks in Due.
 - Launch Center Pro Action for Creating a Due Reminder Using secslater and TextExpander.
 - Making Out With URLs–Drafts 3.0 and Launch Center Pro.
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1. After OmniFocus Workflow and Notes, I've seen a couple folks refer to me using Due.app as a side-car to OmniFocus. This isn't the case. I actually use Due to drive my entire system. [↩](#)
 2. Mostly through [bookmarklets](#) [↩](#)
 3. The dashes are optional [↩](#)
 4. As far as I know, [Using Launch Center Pro to Create Sequential Tasks for Due App](#) is the first documented use case that chains multiple registered URL schemes for iOS. [↩](#)