

Due.app Workflow and Notes

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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
Badges	Overdue Only
Quick Access Timings	20:00
	16:30
	11:30
	06:00

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

Use Cases

Family

- My wife hasn't replied to a text, so she is probably having a bad day. Walk up to the florist and get her some flowers.
 - My boy has been rocking it with potty training. Walk up to the science shop and get him a new dinosaur.
- Formatted:** 🐘 foo

Today

- Any tasks that come up and must be completed on the same day are always placed in Due.

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- Day-old donuts are nasty.
- Usually set to one of my four quick times.

Medical

- I take a lot of pills, and Due helps remind me when I need to take them.

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- I use a distinct alarm for my pills.
- I set the snooze to one minute.

House

- Vacuum out the lint from from the dryer.
- Polishing floors.
- Air conditioner / Boiler / Water Heater Maintenance.

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Review

- Mostly writing.

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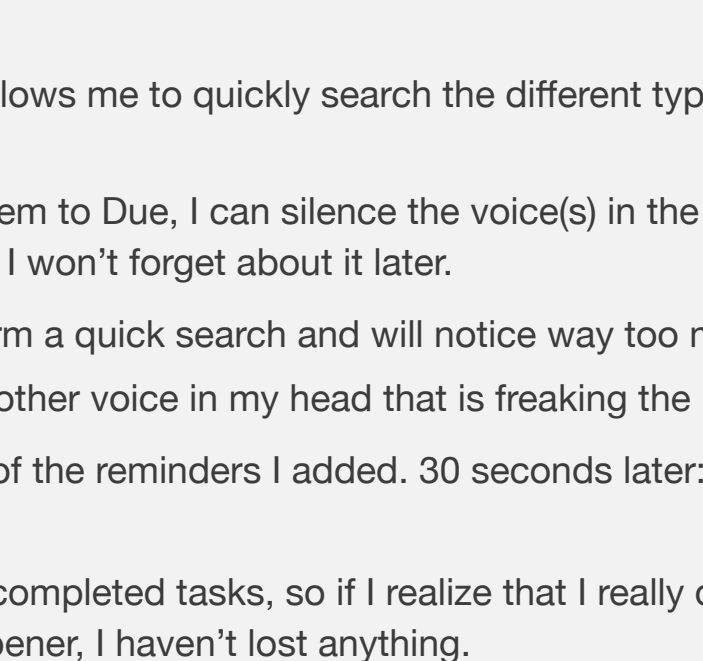
Research and Questions

- Notes.
- Problem solving.
- Toys / Books / Games for my boy.

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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 sonsosfbitches won't put a window in the packaging.
- OmniFocus / Things / Name-A-Digital-Task-Manager are 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).



Repeating Reminders

Out of Scope

- GitHub repos, Unix commands, software, and other miscellaneous bits which might be interesting are formatted: LOOK INTO ⇌ foo.
 - Articles that I don't *need* to read, or not associated with an already existing project are formatted: READ ⇌ foo.
 - Podcasts that I'm not subscribed to, but want to listen to are formatted: LISTEN ⇌ foo.
- Yes. This *is* Madness**

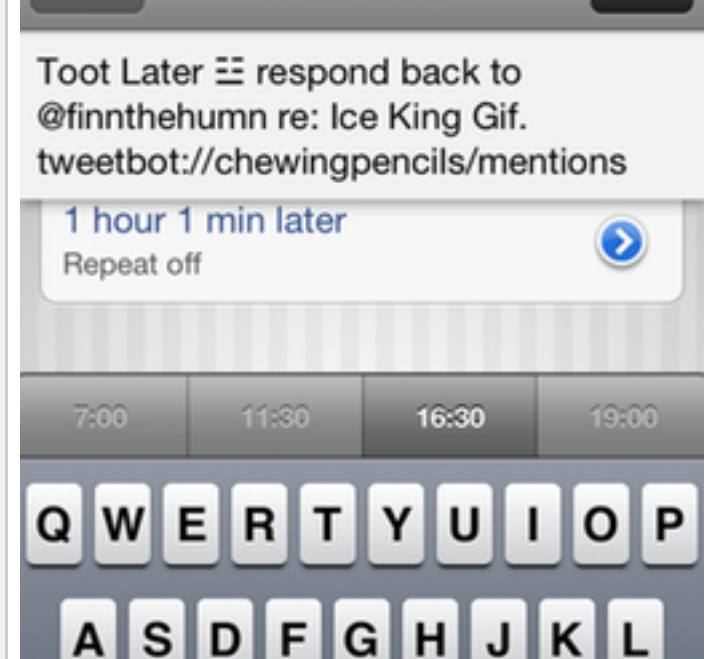
- Using a defined format allows me to quickly search the different types of reminders. **This is important.**
 - By quickly adding them to Due, I can silence the voice(s) in the back of my head that won't go away until I know I won't forget about it later.
- Later on that day, I perform a quick search and will 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

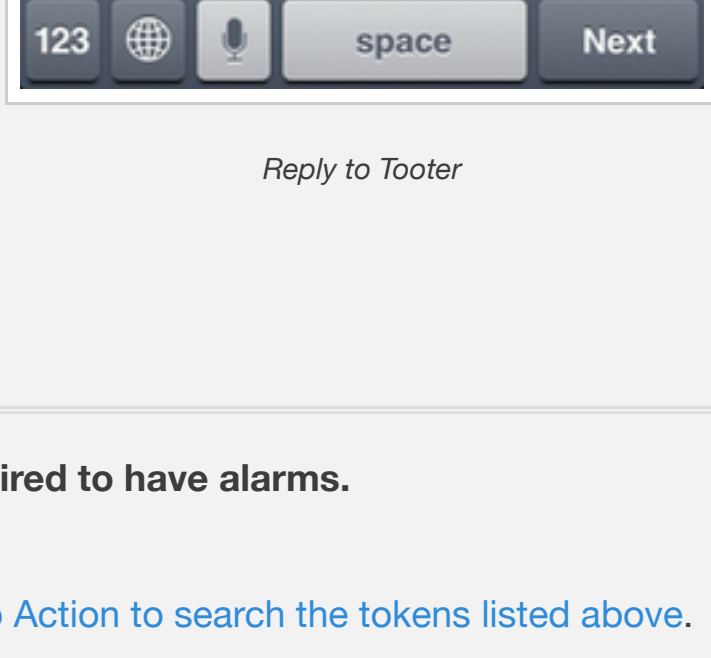
- Remember to discuss something with my wife.
 - A [Drafts](#) action formatted with my wife's name and set to trigger when she comes home from work.
- Remember to SMS a message to someone later:
 - Using a Drafts action I can quickly capture the essence of the message and who it's for, then ship it off to Due.
 - Formatted: SMS Later ⇌ 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 ⇌ foo.

due://x-callback-url/add?title={{(Reply to Tooter ⇌ }}[[[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](#)^[2] to launch the phone app.



SMS Later



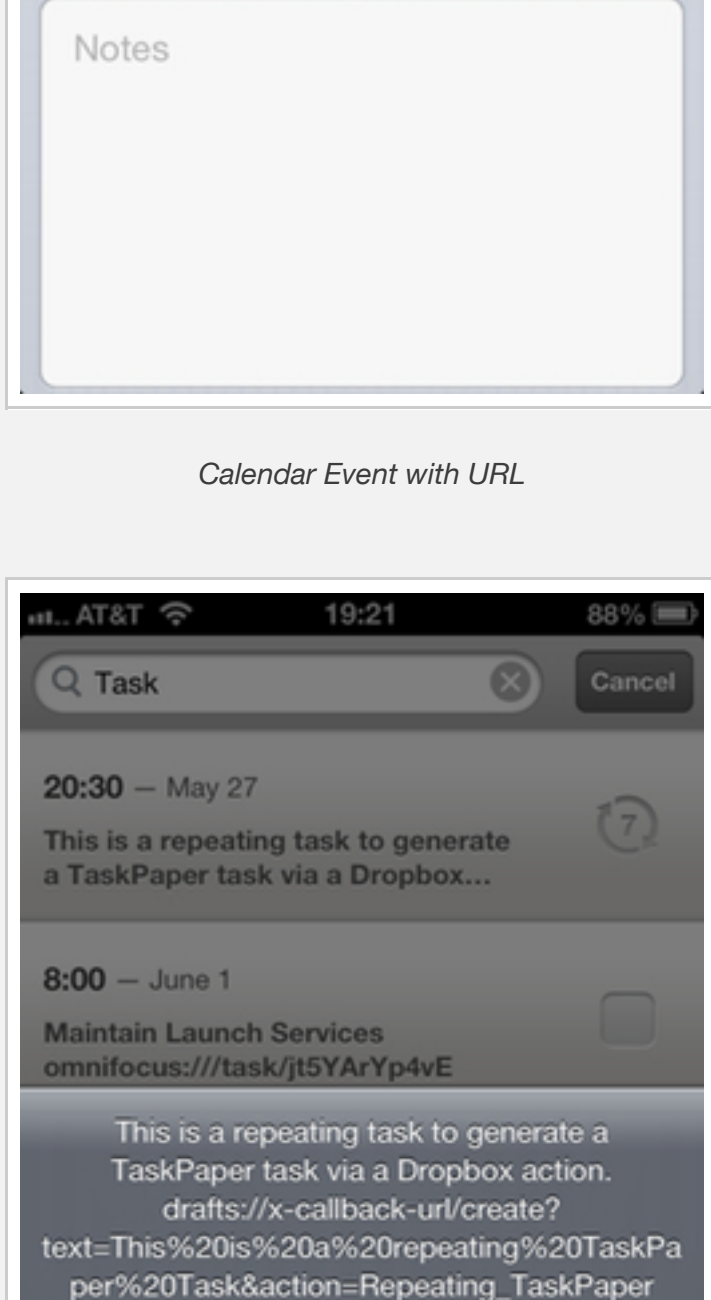
Reply to Tooter

Random Tips

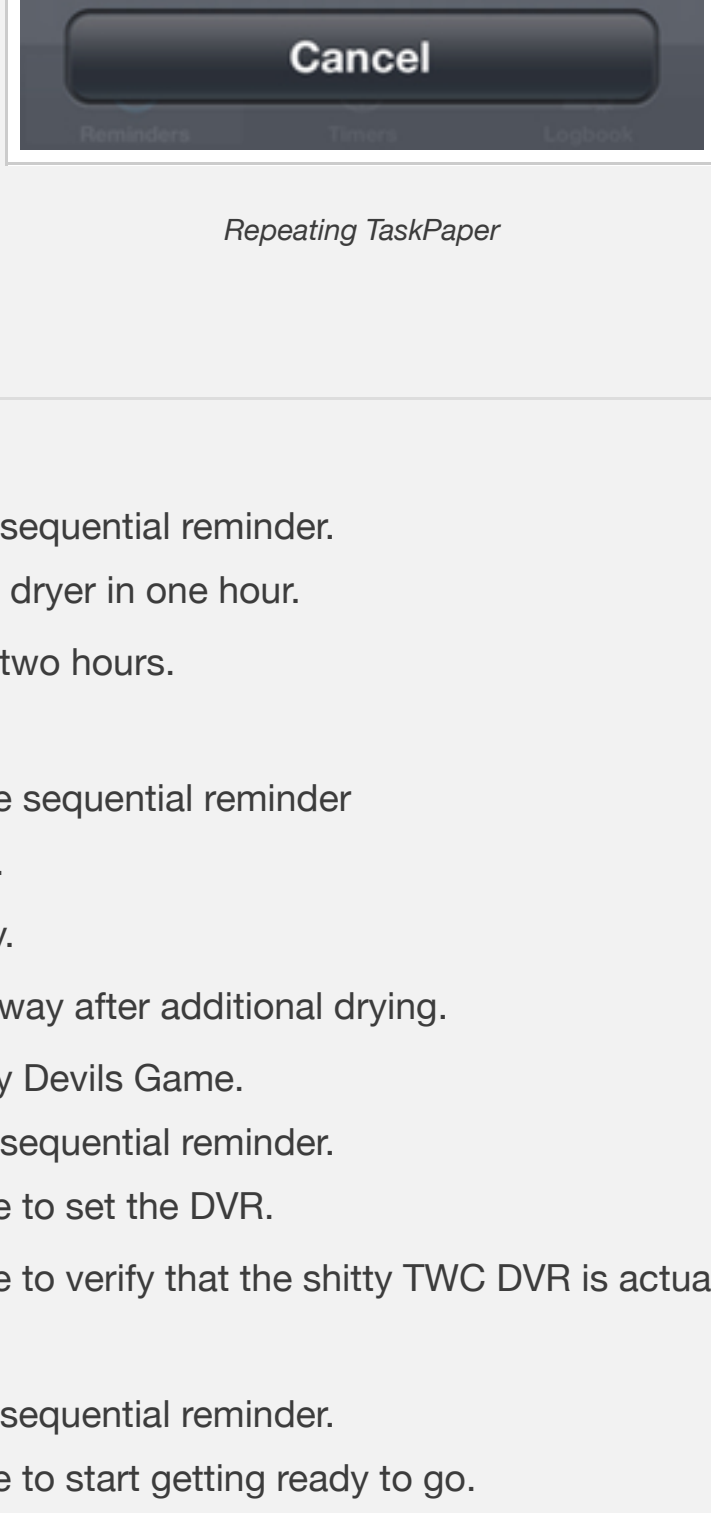
- **Reminders are not required to have alarms.**
- Emoji are searchable.
 - [A Launch Center Pro Action to search the tokens listed above.](#)

Drafts Actions

- Drafts Action for Creating Sequential Tasks in Due^[3].
- 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 Due Tools Workflow](#).

- Add Calendar Events to Due.
- Set Pomodoro timers.
- Adds four quick time options.
- Search Reminders.
- Search Timers.
- Search Log.

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. The dashes are optional ➡

3. 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. ➡