Specific Action Window
a list of specific actions

1 Text ruler. Click 12 below to toggle text ruler on/off. Move gray sliders to control indentation of text.

2 Finds all specific actions for a timer like TQM actions.

3 Finds specific actions performed or linked 14 to the day shown, for a specific timer 15. The day selected, like 3 (7/23 above), can be changed by selecting a different day 38 record in the day window above right.

4 Goes to current library window or if a library is not open, opens last library closed.

5 Moves focus to Timer window.

6 Moves focus to Day window (right).

7 Moves focus to Tag window for specific actions (far right).

sort by date status group priority ?
8 a b c d ?

? Opens this help window.

8 Sort options for specific actions.

a Sort by date and time of creation.

b Sort by status 16.

c Sort by group 17.

d Sort by priority 24.

new x | format indent date | link
9 10 11 12 13 14

9 Click to create a new specific action record.

You will be required after clicking to select a specific-action group from the tag window 51 for your new record before you can enter your idea for a new specific action.

10 Deletes a specific action after insuring that you really want to delete it with a red highlight and dialogue box.

Delete Create library reference tag menus help? 10a

Delete   Cancel

Create library reference tag menus help.
1315 7/21   2:20

11 Removes all text formatting in selected text box.

12 Toggles text ruler 1 on/off.

13 Inserts a date stamp that looks like this: [7/24/2012]. I use it for my exercise specific actions like pull-ups to note within my pull-up record, for example, each date I do pull-ups. Thus, you can use the date stamp instead of new specific action every time you perform a repeating specific action.

14 Creates a link between a specific action and a day record, so that when you click find 23, a list of that day's specific actions shows up both those to be done, in progress, and completed.

TQM actions 15
remember daily 16
HGT: Help 17   18 61:25   7:30 19
Create help for action log timer windows. 20
21 318   7/23 22   23 1:57 24

Explore method for consolidating help as an app and adding tutorials. 20a
1320   7/23   5:32

15 Name of specific actions timer.

16 Status 45 header.

17 Group 52 header.

18 Total time logged for all a group's specific actions.

19 Total time logged for a group's specific actions with a particular status 45.

20 Description of specific action. Click on it to edit 20a.

21 Record number.

22 Creation date. Click on it to edit.

23 Total time logged performing a

Day Window
timer activity day-by-day

library | timer specificact tag | ?
26 27 28 29 ?
Click yellow highlighted time to add it to selected specific action's time total.
30 1:26   2:11
31 0:33   0:00
TQM actions 32
33   34   35 Jul 23
                      36 0:33Mon
For the meaning of these colors see 25 below left.
                      Jul 22 12
                      6:35 Sun

26 Goes to current library window or if a library is not open, opens last library closed.

27 Moves focus to Timer window: more info.

28 Moves focus to Specific Actions window (above left).

29 Moves focus to Tag window (above right).

? Click the ? to open help window.

30 Start times for the timer specified 32 during the selected day 36.

Plain text = am, italics = pm, and underline = at least a day later, which in this example would be 7/24 or later.

31 Chunks of time the timer specified 32 was active during the selected day 36.

Before time is assigned to a specific action it has a yellow a (luminosity 97%) background.

library | timer specificact tag
Click yellow highlighted time to add it to selected specific action's time total.
1:26   2:11
b 0:33   0:00 a

White-text b time chunks are assigned, but not to the current specific-action's total time c.

Explore method for consolidating help as an app and adding tutorials.
1320   7/23   c 5:32

1:26   2:11
d 0:33   0:00 a

Green (luminosity 75%) d highlighted times have been added to the current specific-action's total time e. See 23.

HGT: Help   61:25 59:42
Create help for action log timer windows.
1318   7/23   e 1:57

Click on assigned times b or d to unassign them f, or to go to their specific actions g.

Subtract time from act currently credited with it, so that it can be credited to a different act?
Go to act credited with this time?
f   Subtract   g GoToAct

32 Current timer's label.

33 Bar indicates day selected.

34 Note field. Click to add/edit.

35 Date of a day record.

36 Timer's total time for a day.

Tag Window: Tag
remember-tags and group-tags

timer specificact tag order find ?
37 38 39 40 41 ?
42 Remember existence of a specific action... 43 reset/update
                        daily
44   weekly 7/21
     monthly 8/1
     1/2 yearly   45
     yearly
     complete
     discard

37 Moves focus to Timer window.

38 Moves focus to Specific Actions window (above left).

39 Activates specific-action status tags and group tags menu. Turns green (light gray) when this tag menu is selected.

40 Activates specific-action group tags order menu. Turns green (light gray) when this tag menu is selected.

41 Activates specific-action group tags find menu. Turns green (light gray) when this tag menu is selected.

? Help window this button opens.

42 Editable explanation text for tags below 45. Click on them to change text.

By default these tags are about how often you want to remember specific actions, with those you need to remember most often sorted to the top of the specific action window 1.

43 Click to reset explanation and tags to defaults shown in screen shot above.

44 Adds selected tag to specific action record.

Turns green (light gray) if the specific action record you are on is tagged with this tag.

45 Editable set of tags for grouping specific action records. By default they are about how frequently you feel the need to remember their existence.

The dates will go away if you change the spelling of weekly or monthly.

Dates shown are first day of the current week and first day of next month. You must click the refresh button 43 to see the current dates.

TQM actions 46
47 new specific act group x sort # abc
                        48   49 50
     administration
51   HGT Runtime   52
     HGT: Help
     library: Reference Module

TQM actions   53 cancel
new specific act group x sort # abc
     administration
54   HGT Runtime
     HGT: Help
     library: Reference Module

46 Current timer's label.

47 Creates a new specific-actions group tag.

48 Deletes a group after insuring that you really want to delete it. See 10a far right.

Groups in use cannot be deleted.

49 Sorts list by order number you assign after clicking on the order button 40. Items with same order number, or with no order number, are ordered alphabetically.

50 Sorts list alphabetically.

51 Assigns current specific action record to selected group.

52 Names of groups. Click to edit. Background goes dark and text turns white to indicate that the specific action record that you are on is tagged with this group.

53 Click to cancel the process of creating a new specific-action.

This button is visible only when you click the new button 9 on in the specific action window (above far right) to create a new specific actions, which requires assignment to one of these groups.

Tag Window: Order
order specific actions & group-tags

timer specificact tag order find ?
55 56 57 58 59 ?
TQM actions 60
61 specific action groups   sort # abc
64   62 63
     administration
1   GT Runtime
2   HGT: Help
3   rary: Reference Module

55 Moves focus to Timer window.

56 Moves focus to Specific Actions window (above left).

57 Activates specific-action status tags and group tags menu. Turns green (light gray) when this tag menu is selected.

58 Activates specific-action group tags order menu. Turns green (light gray) when this tag menu is selected.

59 Activates specific-action group tags find menu. Turns green (light gray) when this tag menu is selected.

? Opens and activates this help window.

60 Current timer's label.

61 Creates a new specific-actions group tag.

62 Sorts list by order number you assign. Items with same order number, or with no order number, are ordered alphabetically.

63 Sorts list alphabetically.

64 Order number field. Click to select numbers from a pulldown list.

Changing the order of these specific-action group tags in this window also changes their order in the specific-actions window.

This reordering feature is useful for bringing the specific-action groups that you need to work on now to the top of the specific-action window and retiring some groups to the bottom of this window.

Rearrange the order of groups as often as needed.

Tag Window: Find
find groups of specific actions

timer specificact tag order find ?
65 66 67 68 69 ?
TQM actions 70
71 specific action groups   sort # abc
                              72 73
     administration
     HGT Runtime
     HGT: Help
     library: Reference Module

65 Moves focus to Timer window.

66 Moves focus to Specific Actions window (above left).

67 Activates specific-action status tags and group tags menu. Turns green (light gray) when this tag menu is selected.

68 Activates specific-action group tags order menu. Turns green (light gray) when this tag menu is selected.

69 Activates specific-action group tags find menu. Turns green (light gray) when this tag menu is selected.

? This button you clicked to open this help window.

70 Current timer's label.

71 Click these buttons to find all specific actions tagged with a group tag.

You can click more than one group button at a time.

This feature is useful for clustering all a group's specific actions no matter which status tag you've applied to them.

For example, you could cluster daily actions followed complete actions to get a sense of how a particular group of actions are proceeding.

72 Sorts list by order number you assign. Items with same order number, or with no order number, are ordered alphabetically.

73 Sorts list alphabetically.