John:

Now, I am going to get back to my work. Thida will be a narrator to describe my daily routine.

Thida:

Thank you John. I am going to talk about John, John’s work colleague, Zen and their boss, Dameet.

First let’s see how does John start his work?

He always brings his memory stick to work and opens task catalyst that located in the memory stick.

As usual, he is reading emails sent by his boss and adding tasks in Task Catalyst by using the direct add feature with Ctrl+D hotkey.

He doesn’t need to worry the format because task catalyst has the ability to analyze whatever format he types.

At the same time, Zen is also checking his emails and adding tasks by writing on the sticky notes.

As you can see that, John uses a better way to mange his tasks however Zen prefers the traditional way.

*(ZY: pastes sticky notes on whiteboard)*

Now they have added their respective tasks.

Then, John checks his today tasks and he notices that it is the time for meeting with boss. John minimizes Task Catalyst using Ctrl+M

*(KV: off the screen & informs ZY to attend meeting together)*

Zen just realizes today’s meeting and starts looking at the bunch of sticky notes to find the meeting tasks.

*(ZY: finding notes and take some notes)*

After Zen gets the notes, they go into a meeting room.

Now they are inside the meeting room and waiting for their boss.

The boss enters the room.

*(WJ: opens music and walks towards KV & ZY)*

WJ: What do you have for me today?

Thida: John immediately re-opens Task Catalyst using Ctrl + M and types #boss to check for the tasks.

*(KV: yes sir, here is the report)*

*(ZY: Oh no!! I forget to bring the report)*

*(WJ: shakes head)*

WJ:

Zen, can you design the GUI for sgcart?

(ZY: write on sticky note)

How about Zen, you don’t do the GUI, and let John do it.

(ZY: cancel task and tear, KV: add task in app)

Zen, can you handle the GUI? John, I need you to build a framework for the offerbay?

(KV: use undo, ZY: find again the throw away sticky note)

(WJ: angry body posture and shake head)

Thida: John uses Ctrl+ Z to undo the task instead of typing undo.

(KV: add new task, framework)

John, I got something for you so you don’t do the framework?

(KV: Ctrl+Z )

but I think you better focus on the framework.

(KV: Ctrl+Y)

Thida: John uses Ctrl+Y to redo the task instead of typing redo.

Zen, you follow me to my office.

Thida: Now the meeting is over and John goes back to his desk. Here is end of my part. I’d like to invite next narrator Wei Jie.

WJ: Thank you, Thida. Now, John’s gf, Natalie calls him and asks him for movie together tonight.

Thida: Hello honey, movie tonight?

John: what are the timing avalibable?

Thida: honey may be 7 or 9 or 11?

John: ok, I confirm you later.

(Thida: send fake boss email)

WJ: John add tasks with uncertain timing with keyword or to block the timeslots.

WJ: Now John receives email from boss to meet for dinner at 7. After he adds the task, he realize dinner time is overlapping with the movie time slot. Then John calls his gf to confirm the time.

KV: darling we meet at 9, ok?

Thida: ok honey, c u.

(KV edit task to confirm time)

WJ: After a long tiring day, John is on the way sending his gf home. Then all of sudden, his gf ask a shock question to john?

KV: reach home already.

Thida: Honey, do u know when is our 300 days anniversary?

KV: of course, I know. I’ve surprise for you on the day.

Thida: ok

(KV: take out his laptop and search for anniversary)

WJ: after his gf reached home, john take out his laptop and plug in his thumb drive and starts searching for anniversary. After he knows the day, he adds a priority task to prepare surprised gift.

(KV: add task with #pri)

WJ: After John reached home, he uses #tdy to display today’s tasks and marks all the completed tasks as done using keyword done.

After that, John uses Ctrl+E to close Task Catalyst. john feels satisfied with Task Catalyst because it is simple yet powerful, user friendly and accessible everywhere. This is the end of John’s daily routine and our presentation.

Hopefully task catalyst is able to help you organize your tasks better just like John.

We are ready to answer your questions.