Our lives revolve around a set of *activities*. We carry the burden of remembering them all in our heads. We try to make lists of things we need to do, but whether tracked on paper or digitally, the information is hard to find, easy to lose, and often becomes stale. Our calendar reminds us of when and where we need to be, but life is a lot more complicated than what fits into the calendar. Today, we simply don’t have the tools we need to cope with our busy lives – we just fall back on using our brain as the place to store all those details… which causes us stress as we worry that something important may not get done.

TwoStep can help! Taking control of your life starts with capturing all of your *activities*, understanding what the next actionable *steps* are across them all, and making it easy to take those next *steps*.

* We all tend to do many of the same kinds of *activities*. With an extensive gallery of *activities* curated from users like you, across categories like Personal Care, Home, Auto, Kid’s Activities, and Finances, TwoStep suggests and allows you to choose the *activities* that best fit your life.
* Most *activities* tend to repeat themselves on a regular basis. With TwoStep you can define a cadence for your recurring *activities*. You can attach reference information to an *activity* – such as people, places, links, notes, and lists – so the next time you need to clean the gutters, you can easily find the service you used last time, what you thought of them, and their phone number – saving you the effort of finding that information all over again.
* We often procrastinate most when we are faced with a task that requires us to find something. If you’ve never had your gutters cleaned, wouldn’t it be nice to find out who your neighbors use? TwoStep allows you to share your *activity* information with your friends and neighbors, and vice versa, so you can find out what people like you are doing to handle certain *activities*.
* The secret to staying on top of an *activity* is to break it down into a sequence of actionable *steps*. TwoStep helps you do this, so that you always know what your next actionable *step* is for any *activity*. From a single *step*, like “make an appointment at the hair salon”, to a complex sequence of *steps*, like “plan a wedding”, the *activity* *gallery* can recommend relevant *steps* and let you arrange them in the most appropriate sequence.
* You get things done by completing *steps*. TwoStep always provides you with a prioritized, organized list of the *next steps* that you should take, across all of your *activities*.
* These *steps* are most efficiently completed when organizing them by type – for example, *steps* which require making a phone call, or *steps* which require running an errand. Your list of *next steps* is organized by type and easily accessible from any mobile device. So when you have that free half hour riding the bus, you can complete those *steps* that require a phone call.
* A calendar is great for reminding us when and where we need to be. TwoStep is the perfect companion to your calendar, making it trivial to put events on your calendar in cases where the next *step* is best captured as an appointment. And those appointments will contain the reference information for that *activity* – so you can quickly get a map to a location or call the person you’re meeting from your mobile device.
* What about all those *activities* that repeat on regular but infrequent intervals, like changing the oil, paying your taxes, or celebrating birthdays and anniversaries? TwoStep is perfect at collecting the relevant information for these *activities* and reminding you of when they need attention - so you can stop carrying them in your head.

Those familiar with Getting Things Done™ will recognize the embodiment of GTD’s fundamental principles, in a package that flows with your life’s rhythms and in harmony with the tools you use today.

Trust TwoStep to help you organize and take control of your life, and eliminate the stress of keeping it all in your head.