

iTask™

Overview

- *Sophisticated Task Management*
- *List View*
- *Board View*

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Project

- *Includes its own set of tasks*
- *Includes multiple boards*

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List

- *A list of tasks*

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Board

- *Includes a set of tasks*
- *The **master** board shows all tasks in a project*
- *Other boards have selected or filtered subsets*

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Task

- *Title*
- *Description*
- *Category*
- *Status*
- *Tag*

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Status

- *Backlog*
- *Todo*
- *Doing*
- *Done*

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Tag

- *Business*
- *Personal*
- *Family*
- *Society*

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Value

- *Normal*
- *High*
- *Low*

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Significant

- *Needs focused attention*

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Urgent

- *Get this out of the way*

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Database

- *All of a user's tasks is in one database*
- *iCloud is best*

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