

Intelligent Task Management

Ruchira Bomiriya

Introduction

In the mid nineties, I was working as a programmer analyst at Salomon Brothers in New Jersey. During our training, we were handed a Franklin Planner to help us organize our work. It was a good idea, but you had to copy yesterday's task into today's task list manually if you wanted to continue with it.

As a programmer, I was not happy with this pen and paper technology. I had completed a Computer Engineering major with a minor in Philosophy at Stevens Institute of Technology in New Jersey. I launched on a quest to create the perfect task management tool for myself.

This book captures the essence of what I learnt on task management — tools, methods and philosophies — in the three decades since.

Accomplishment Requires Work

Life is a refined study of the obvious.

— *Jim Rohn*

Accomplishment is the goal of task management. If you don't want to accomplish anything, you need not do anything.

It is important to remember that maintaining the status quo is itself an accomplishment and requires work. Otherwise, it could get worse!

You aim for accomplishment to make things better for you, whatever that means. In the process, you will make things better for others. You can create a product or service that helps others. You get paid. Everyone benefits, and that's an accomplishment.

You can become a kinder soul and that helps both you and others. That too is an accomplishment.

Accomplishment requires work!