Worldwide Newton Conference

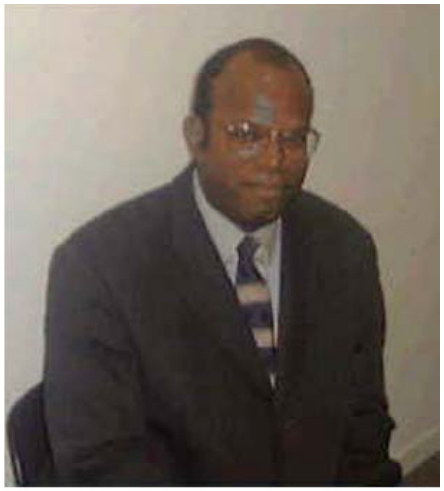
San Francisco, January 2006

The Newton in a GTD Environment

Ronnie Simon

.

London and South East Region Newton User Group



The Newton in a GTD Environment (1996 – 2006)

Ronnie Simon

For Organizing Your Life

If you're a person who spends a lot of time away from your office, Newton PDAs provide you with the best and broadest capabilities for capturing and organizing personal and work information. The system's flexible interface allows you to enter information in the manner that works best for you—whether you prefer the system's built-in handwriting recognition feature, the on-screen keyboard, or a plug-in keyboard. Applications built into every Newton device help you intelligently manage contacts, dates, and information. And you can add specialized functions by using any of the hundreds of commercial and shareware applications available. Whether you need to track expenses, pay bills while out of town, monitor email and voice mail accounts, track billable hours, or access reference materials while on the road, the Newton platform provides the best operating system for the most powerful and flexible hand-held devices on the market today.

Newton

A summary of the GTD system:

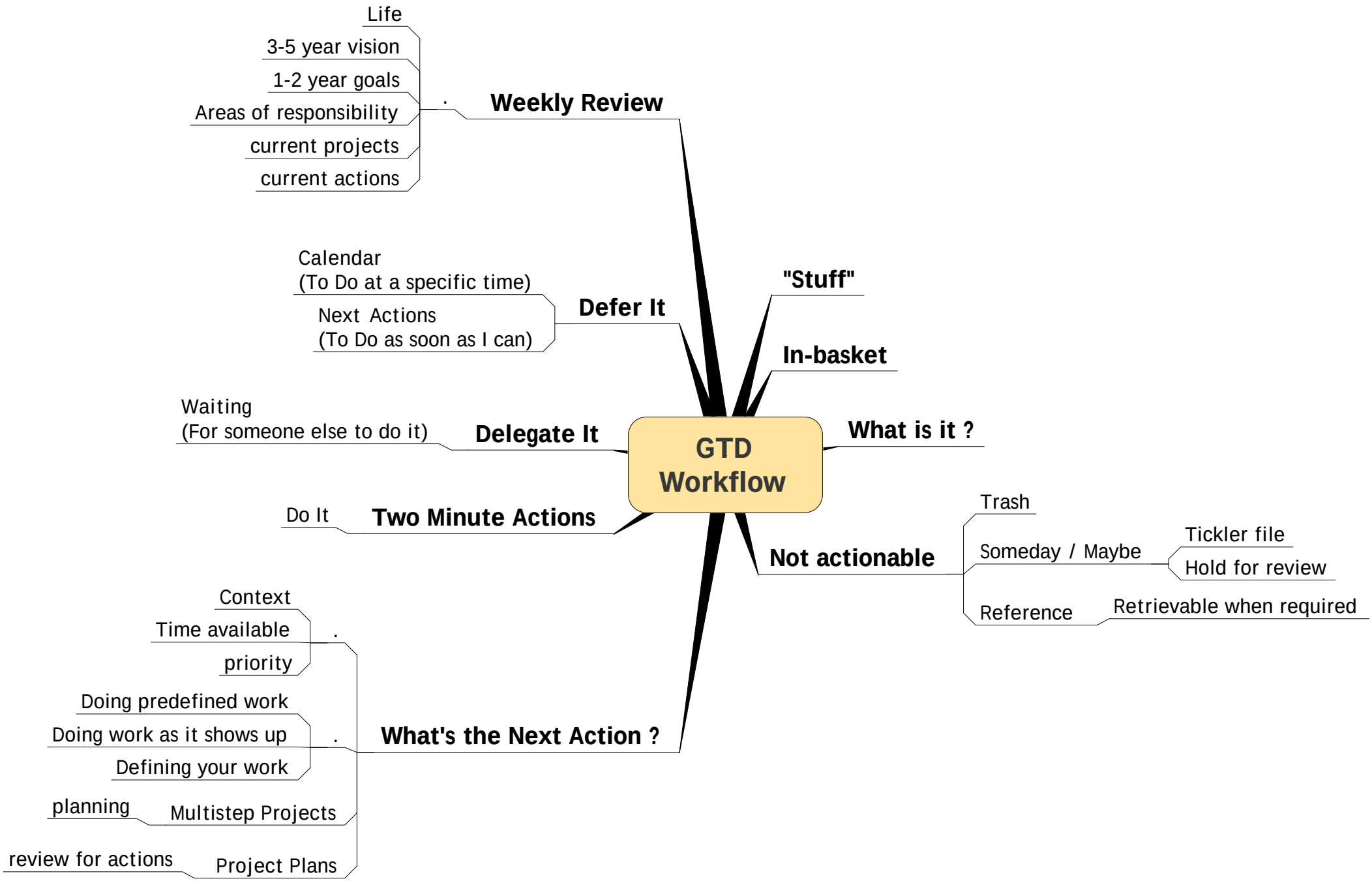
(1) The core idea of getting everything into a "trusted system."

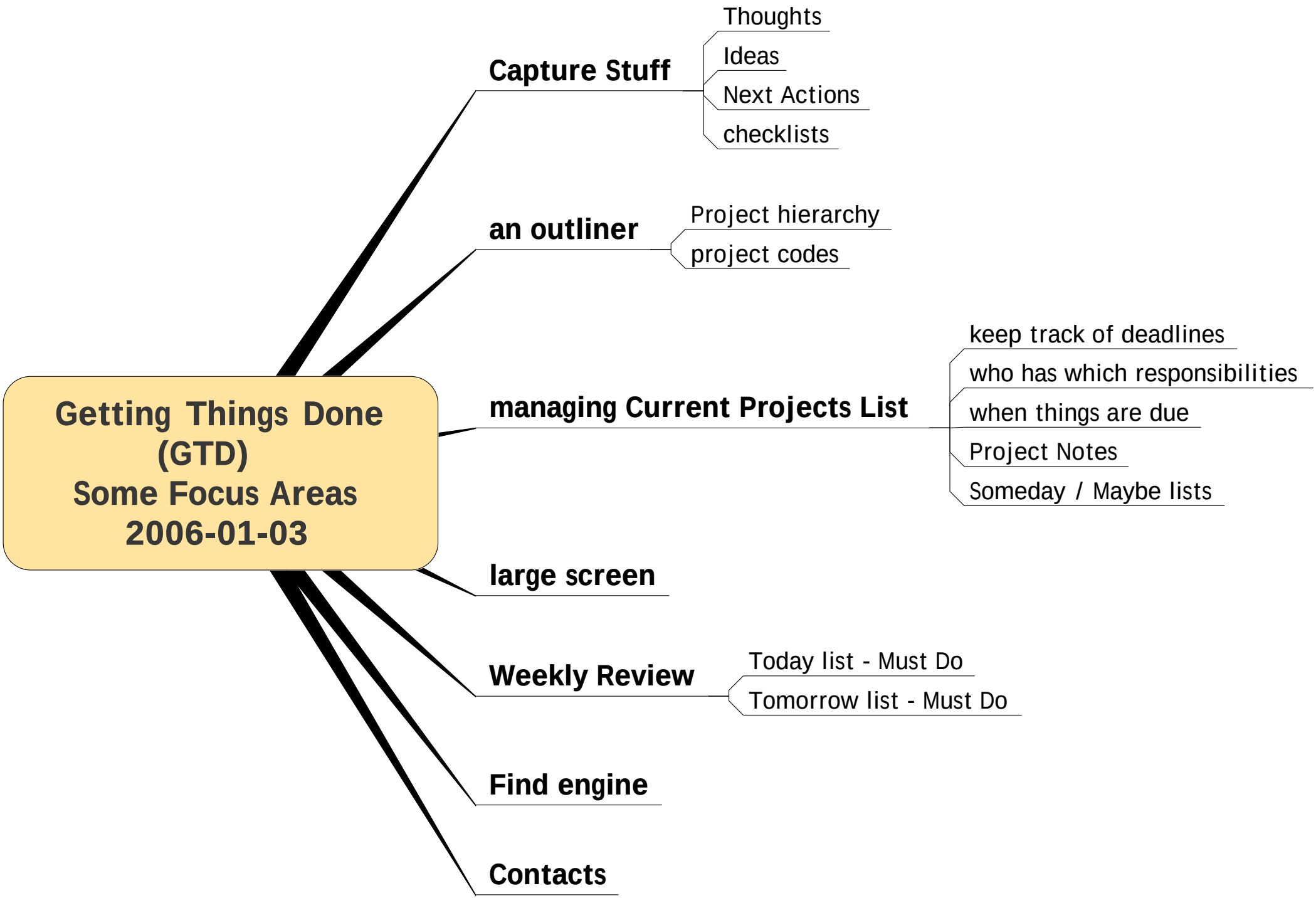
If I come up with a system for capturing everything
that does or may need doing, organizing it and coming back to it in a timely fashion, then I will be free to focus my energies on the task at hand.

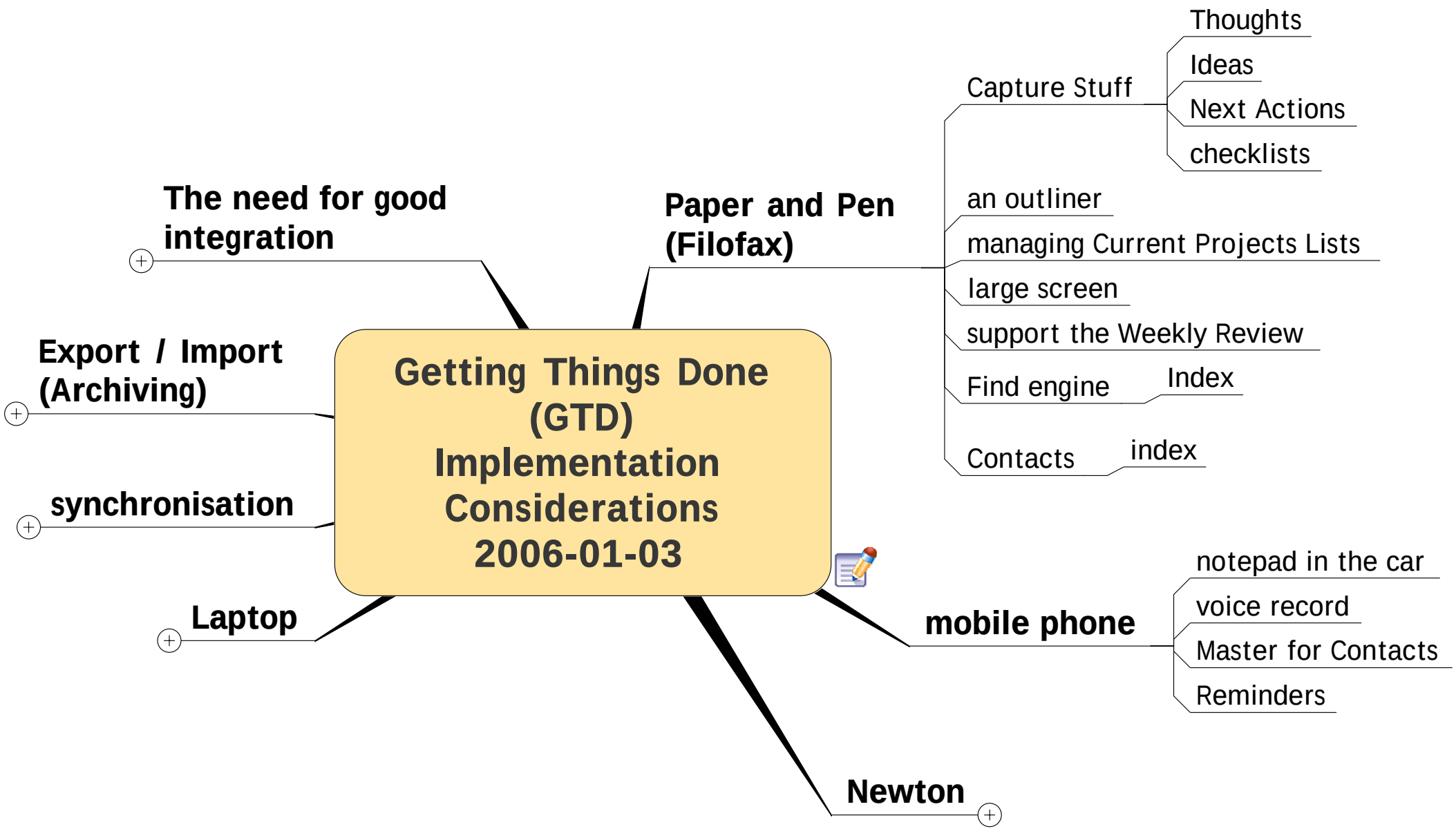
(2) Once I have captured everything into a trusted system (the project list and the Someday/Maybe list) I break those "projects" (i.e. anything that has more than one step) down into doable "Next Actions." If I break those projects down into the various next actions needed to accomplish those goals in a step by step fashion, I can better judge the status of a project, allot my time and be productive.

(3) The use of "contexts". If the next actions I have decided to emphasize today or this week are assigned appropriate contexts, then I can be more productive
with less stress and better track things.
David recommends contexts like Computer, Calls, Waiting, Errands, etc. Thus if I am at the doctor's office with a
cell phone and 15 spare minutes there is no sense worrying about that spreadsheet back on my desktop computer but I could get some calls done while waiting. Thus part of what drives what next action I focus on is not only by urgency and importance (ala Covey) but also context.

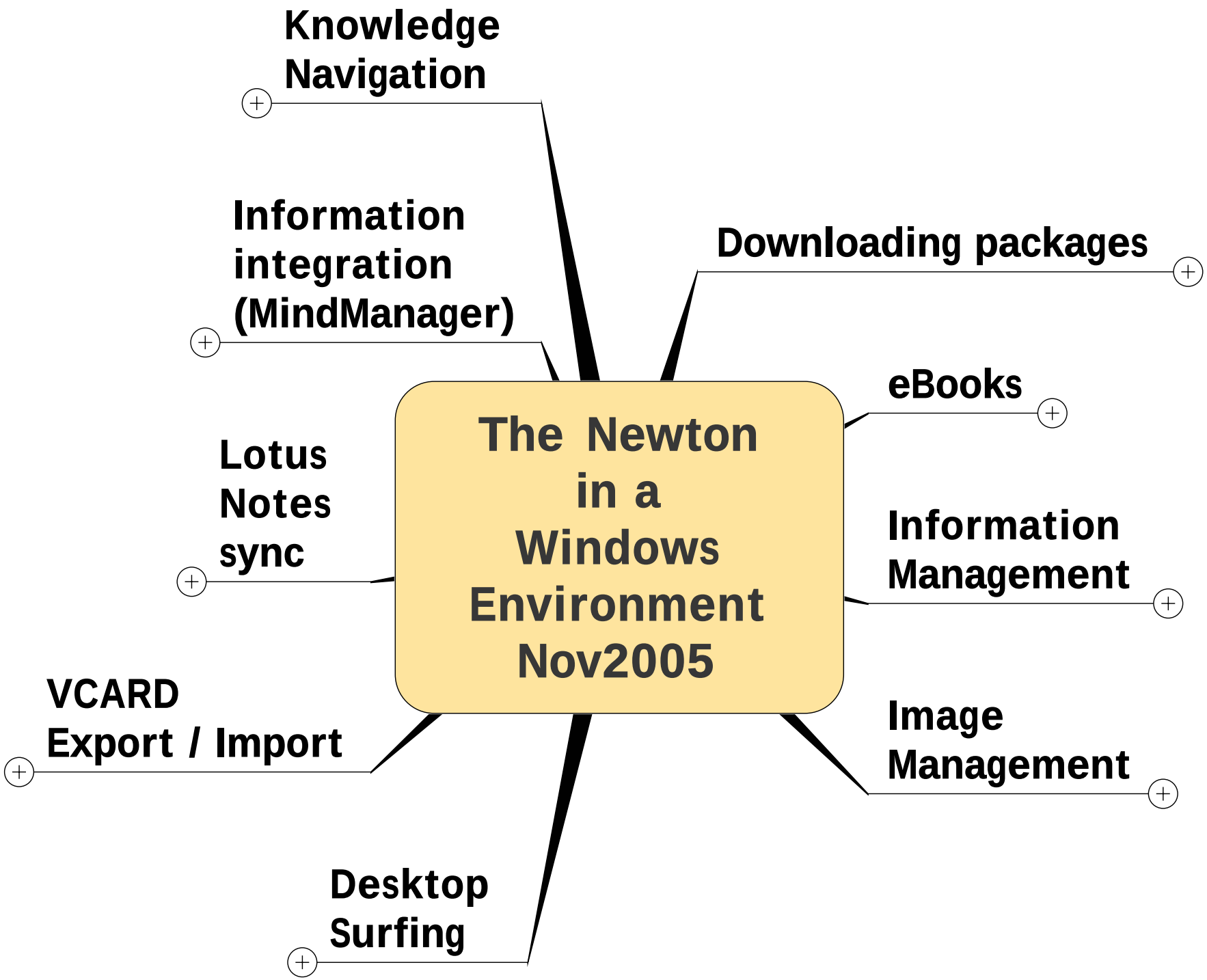
(4) The "Weekly Review" - the only way to keep a trusted system trusted is to set aside a time for weekly review - if I have not already done so I enter in the new bits of info and data that I have collected during the week, I update records to show what I have done that week, and I update the next actions for each project and identify for priority the ones I will act on in the coming days/week.

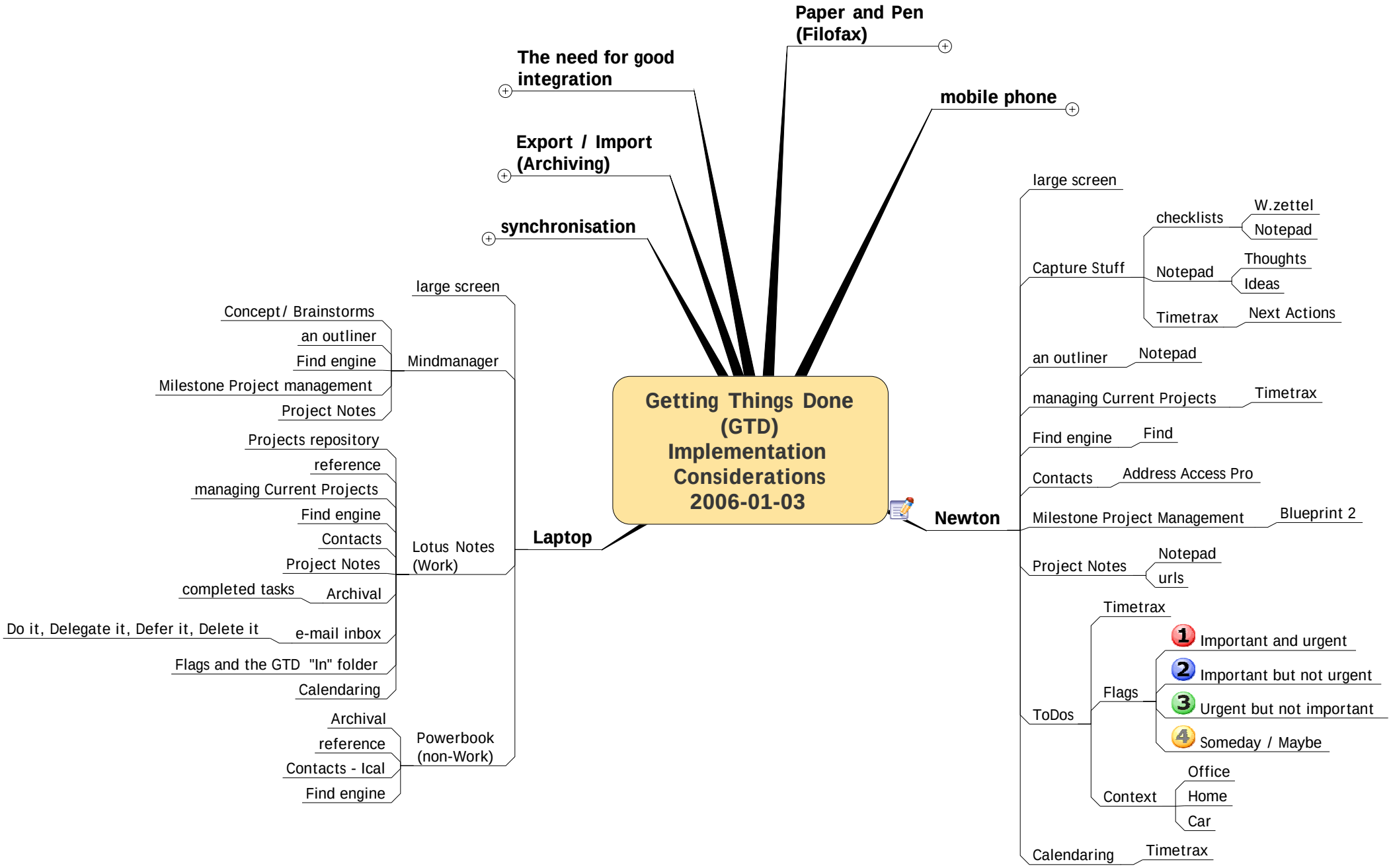

GTD Workflow
"Stuff"
In-basket
What is it ?
Not actionable
Trash
Someday / Maybe
Tickler file
Hold for review
Reference
Retrievable when required
Two Minute Actions
Do It
Delegate It
Waiting
(For someone else to do it)
Defer It
Calendar
(To Do at a specific time)
Next Actions
(To Do as soon as I can)
Weekly Review
Life
3-5 year vision
1-2 year goals
Areas of responsibility
current projects
current actions
What's the Next Action ?
Context
Time available
priority
Doing predefined work
Doing work as it shows up
Defining your work
Multistep Projects
planning
Project Plans
review for actions


Getting Things Done (GTD)
Some Focus Areas
2006-01-03
Capture Stuff
Thoughts
Ideas
Next Actions
checklists
an outliner
Project hierarchy
project codes
managing Current Projects List
keep track of deadlines
who has which responsibilities
when things are due
Project Notes
Someday / Maybe lists
large screen
Weekly Review
Today list - Must Do
Tomorrow list - Must Do
Find engine
Contacts


Getting Things Done (GTD) Implementation Considerations 2006-01-03
The need for good integration
Paper and Pen (Filofax)
Capture Stuff
Thoughts
Ideas
Next Actions
checklists
an outliner
managing Current Projects Lists
large screen
support the Weekly Review
Find engine
Index
Contacts
index
Export / Import (Archiving)
synchronisation
Laptop
mobile phone
notepad in the car
voice record
Master for Contacts
Reminders
Newton

Capability	My Needs	Corporate Laptop (Windows)	Newton	Phone	ShirtPocket PDA SmartPhone	Ipod	Home Desktop (eMAC)
Contacts	A	x	x	x	x	o	
Desktop Surfing	A	x	x				x
eBooks	A	x	x		o		o
Expandability	A	x	x				o
Filofax	A	o	x		o		o
Instant-On	A		x	o	o	o	
Intuitive Assistance	A	o	x				o
Long Battery Life	A	o	x	o	o		
Notes	A	x	x		o		
Replaceable Batteries	A	x	x	x	x	o	
Spreadsheet	A	x	x				o
ToDo	A	x	x		o		
AudioNotes	A	o	o	x	o	o	o
Calendar	A	x	o	o	o		
Connectivity	A	x	o		o		o
Knowledge Navigation	A	x	o		o		
Presentations	A	x	o		o		o
Corporate Email	A	x					
e-meetings	A	x					o
IPSEC VPN Client	A	x			o		x
Web Surfing (SSL Browser)	A	x			o		x
Bluetooth	B	x	x	x	x		x
Sync	B	x	x	x	x	x	
Video player	B	x	o		o		x
WebServer	B	x	x				x
eCommerce	B	x			o		x
GPRS	B	x			o		
MusicServer	B	o					x
VideoConference	B						x
Fax Support	C		x				o
Audio Player	C	x	o			x	x
FTP Server	C	x	o				x
Colour	C	x		o	o		x
GPS	D		o		o		
Web Lookup - Wifi	D	x	o		o		x
VOIP	D	x					x


Knowledge Navigation
Information integration (MindManager)
Downloading packages
eBooks
Lotus Notes sync
The Newton in a Windows Environment Nov2005
Information Management
VCARD Export / Import
Image Management
Desktop Surfing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mobile phone
The need for good integration
Export / Import (Archiving)
synchronisation
Laptop
large screen
Mindmanager
Concept/ Brainstorms
an outliner
Find engine
Milestone Project management
Project Notes
Lotus Notes (Work)
Projects repository
reference
managing Current Projects
Find engine
Contacts
Project Notes
Archival
completed tasks
e-mail inbox
Do it, Delegate it, Defer it, Delete it
Flags and the GTD "In" folder
Calendaring
Powerbook (non-Work)
Archival
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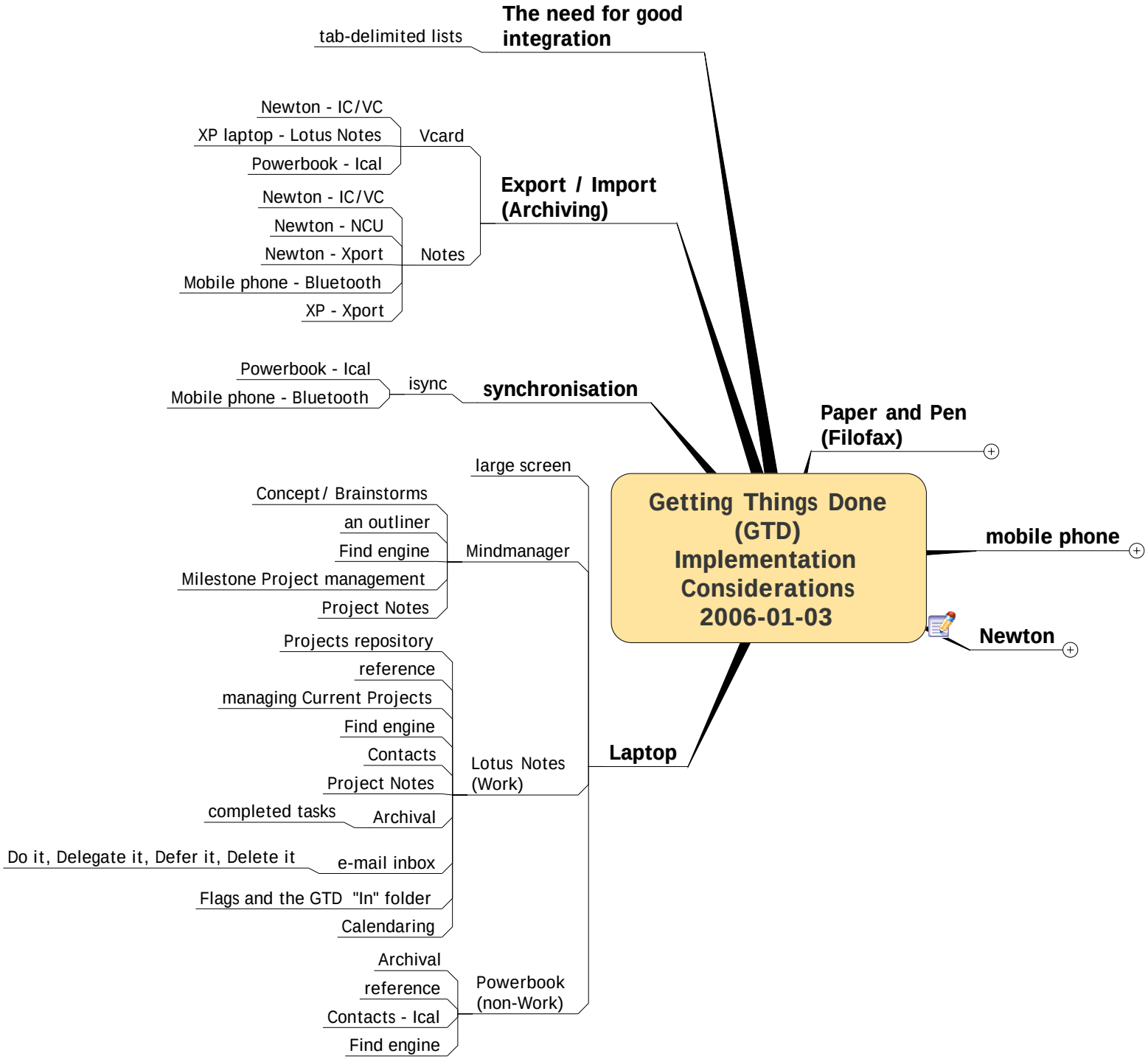
Find
Contacts
Address Access Pro
Milestone Project Management
Blueprint 2
Project Notes
Notepad
urls
ToDos
Timetrax
Flags
1 Important and urgent
2 Important but not urgent
3 Urgent but not important
4 Someday / Maybe
Context
Office
Home
Car
Calendaring
Timetrax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tab-delimited lists
Export / Import (Archiving)
Vcard
Newton - IC/VC
XP laptop - Lotus Notes
Powerbook - Ical
Notes
Newton - IC/VC
Newton - NCU
Newton - Xport
Mobile phone - Bluetooth
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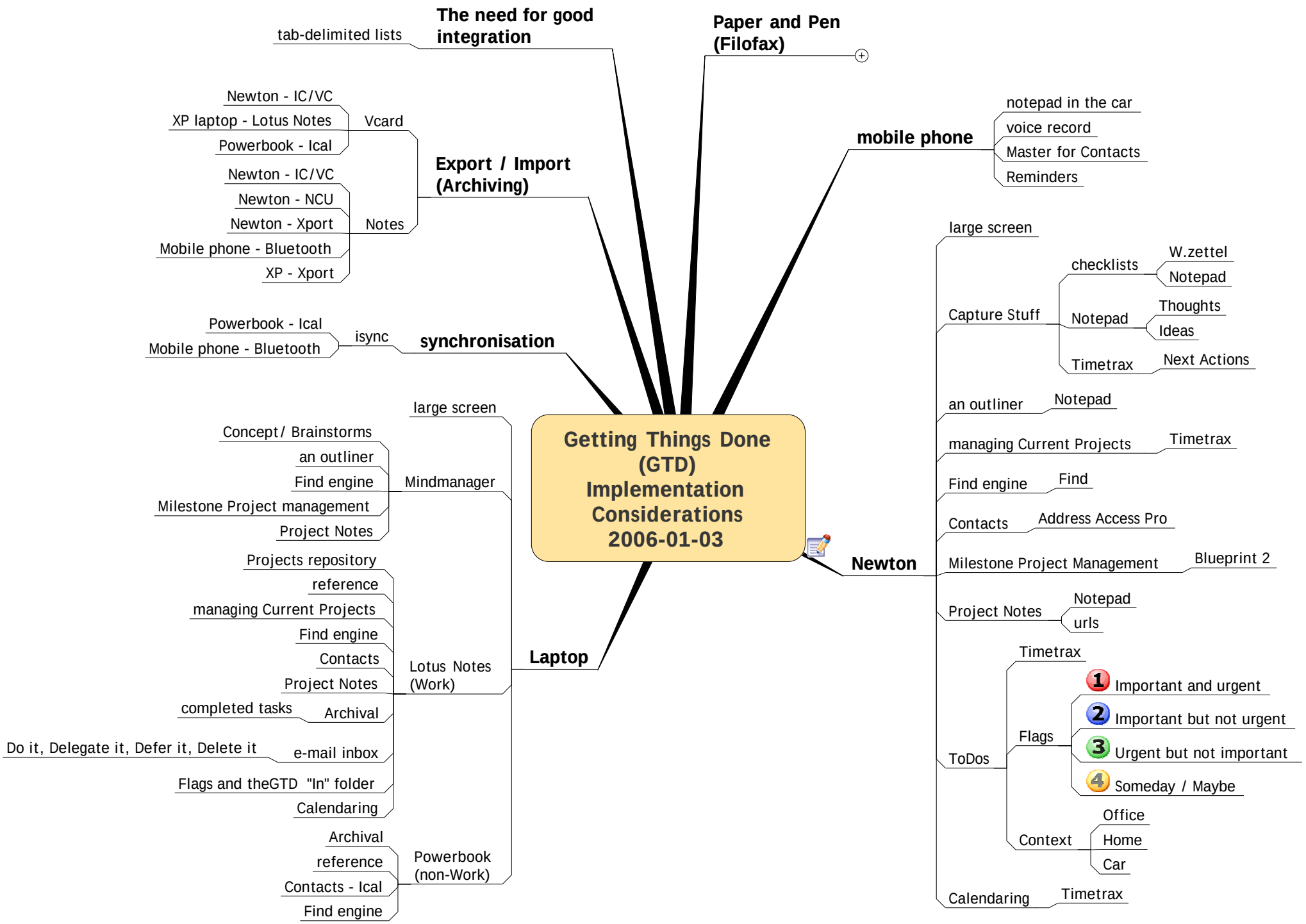
Find engine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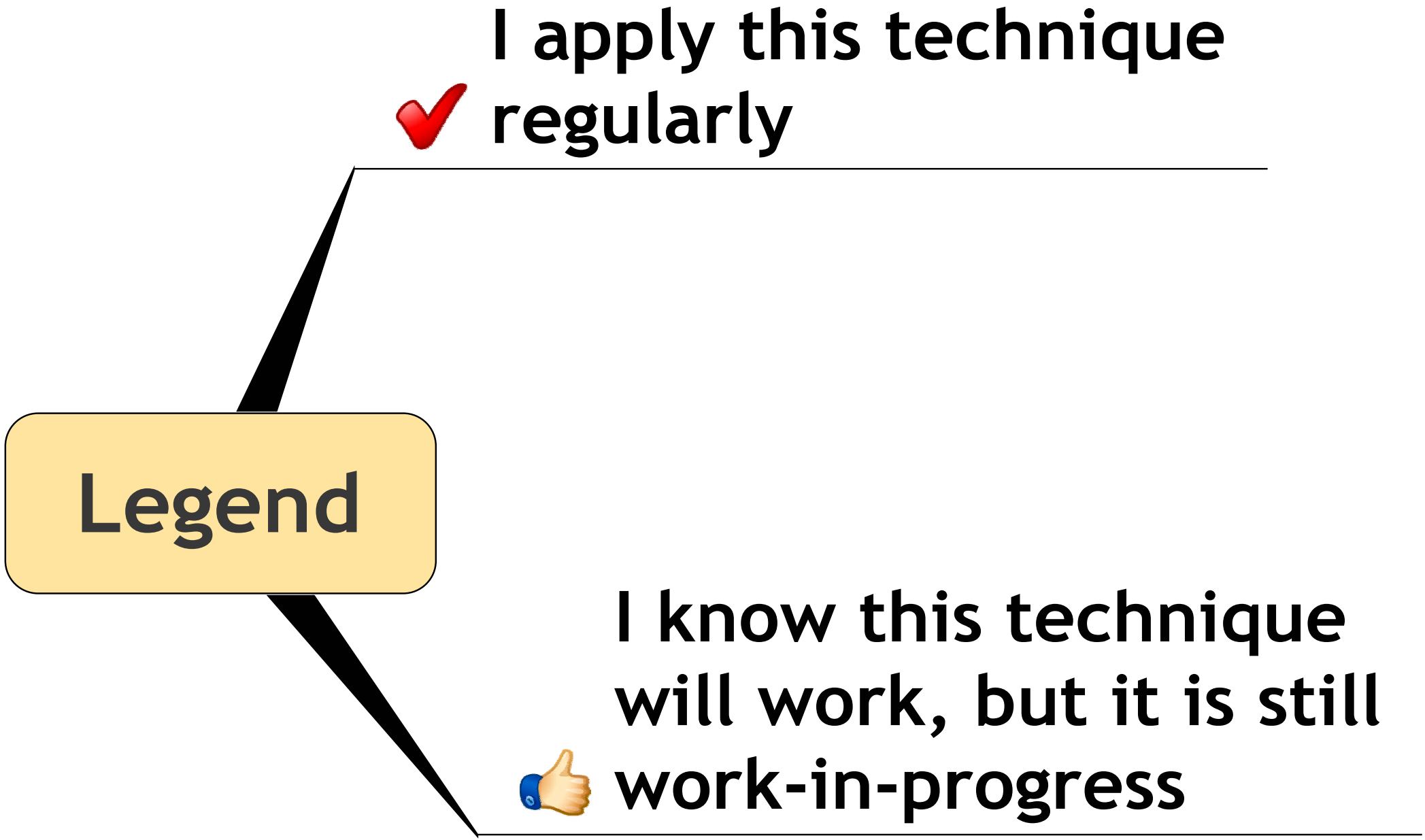
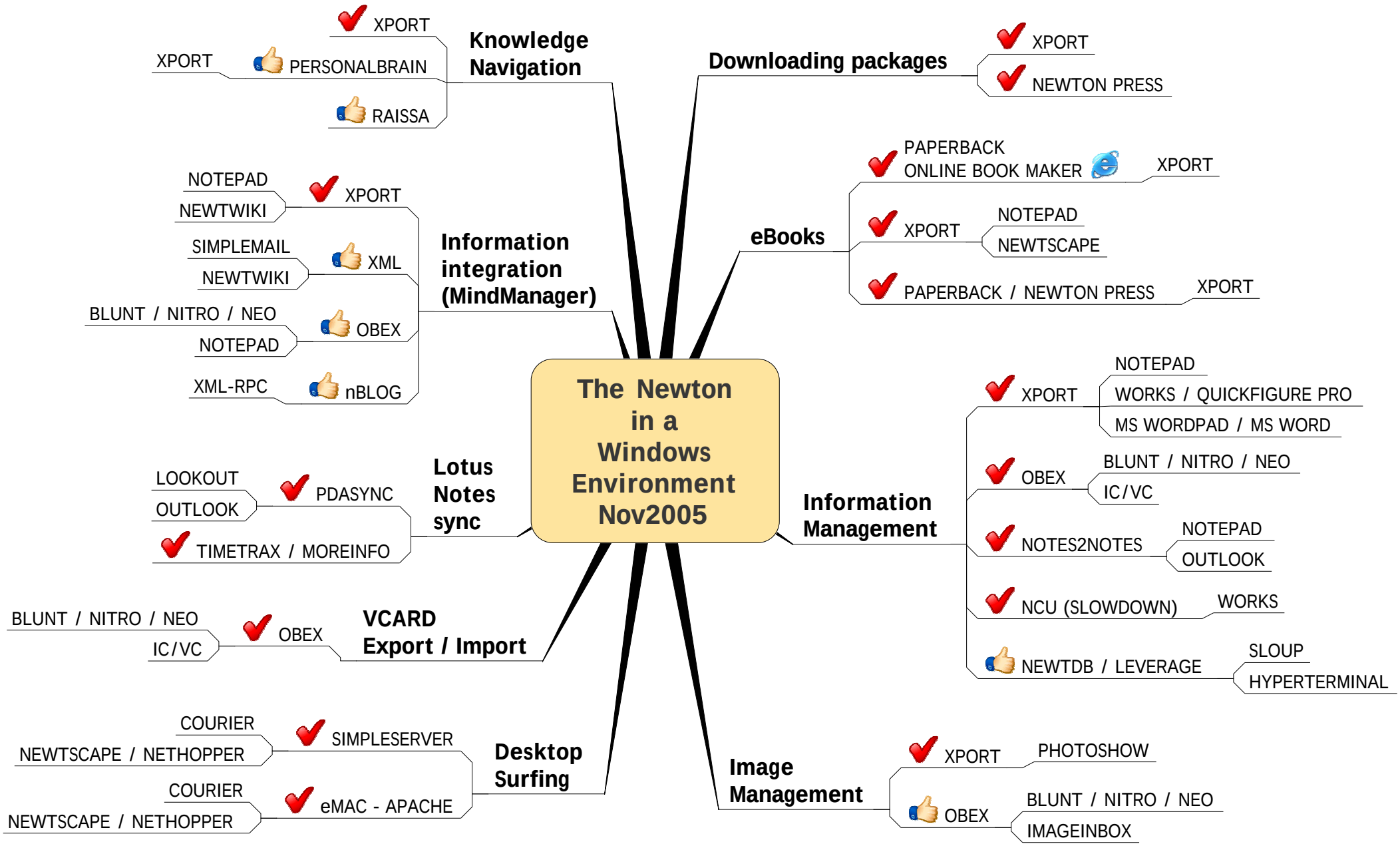

Legend
✔ I apply this technique regularly
I know this technique will work, but it is still work-in-progress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XPORT
PERSONALBRAIN
RAISSA
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XPORT
XPORT
NOTEPAD
NEWTSCAPE
PAPERBACK / NEWTON PRESS
XPORT
Information integration (MindManager)
NOTEPAD
NEWTWIKI
XPORT
SIMPLEMAIL
NEWTWIKI
XML
BLUNT / NITRO / NEO
NOTEPAD
OBEX
XML-RPC
nBLOG
Information Management
XPORT
NOTEPAD
WORKS / QUICKFIGURE PRO
MS WORDPAD / MS WORD
OBEX
BLUNT / NITRO / NEO
IC/VC
NOTES2NOTES
NOTEPAD
OUTLOOK
NCU (SLOWDOWN)
WORKS
NEWTDB / LEVERAGE
SLOUP
HYPERTERMINAL
Lotus Notes sync
LOOKOUT
OUTLOOK
PDASYNC
TIMETRAX / MOREINFO
VCARD Export / Import
BLUNT / NITRO / NEO
IC/VC
OBEX
Desktop Surfing
COURIER
NEWTSCAPE / NETHOPPER
SIMPLESERVER
COURIER
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eMAC - APACHE
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PHOTOSHOW
OBEX
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IMAGEINBOX