

# Getting Things Done with JPilot and Tracks

Presented at MUG 2009-01-13

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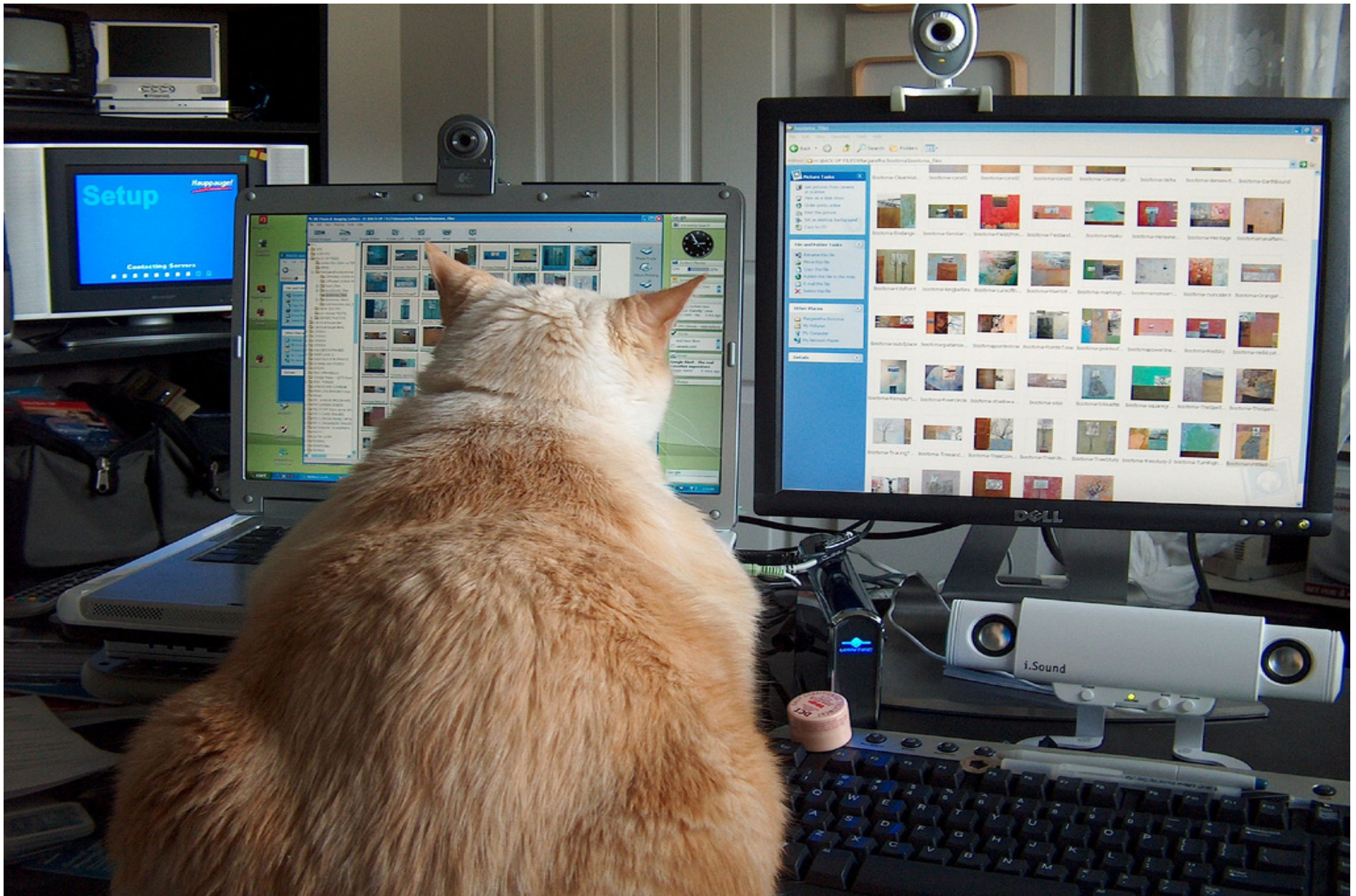


# What we'll cover

- Productivity and organizing
- “Getting Things Done” methodology
- Tools:
  - Jpilot
  - Evolution
  - Tracks



# Productivity



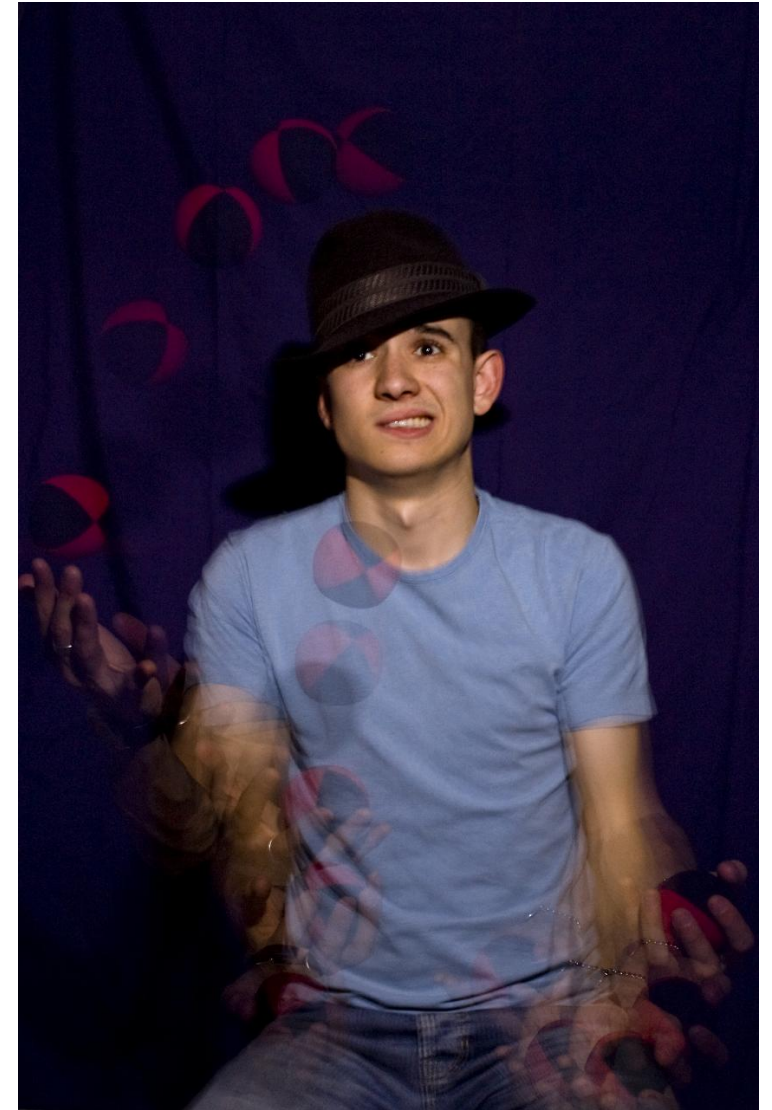


# “Getting Organized...”

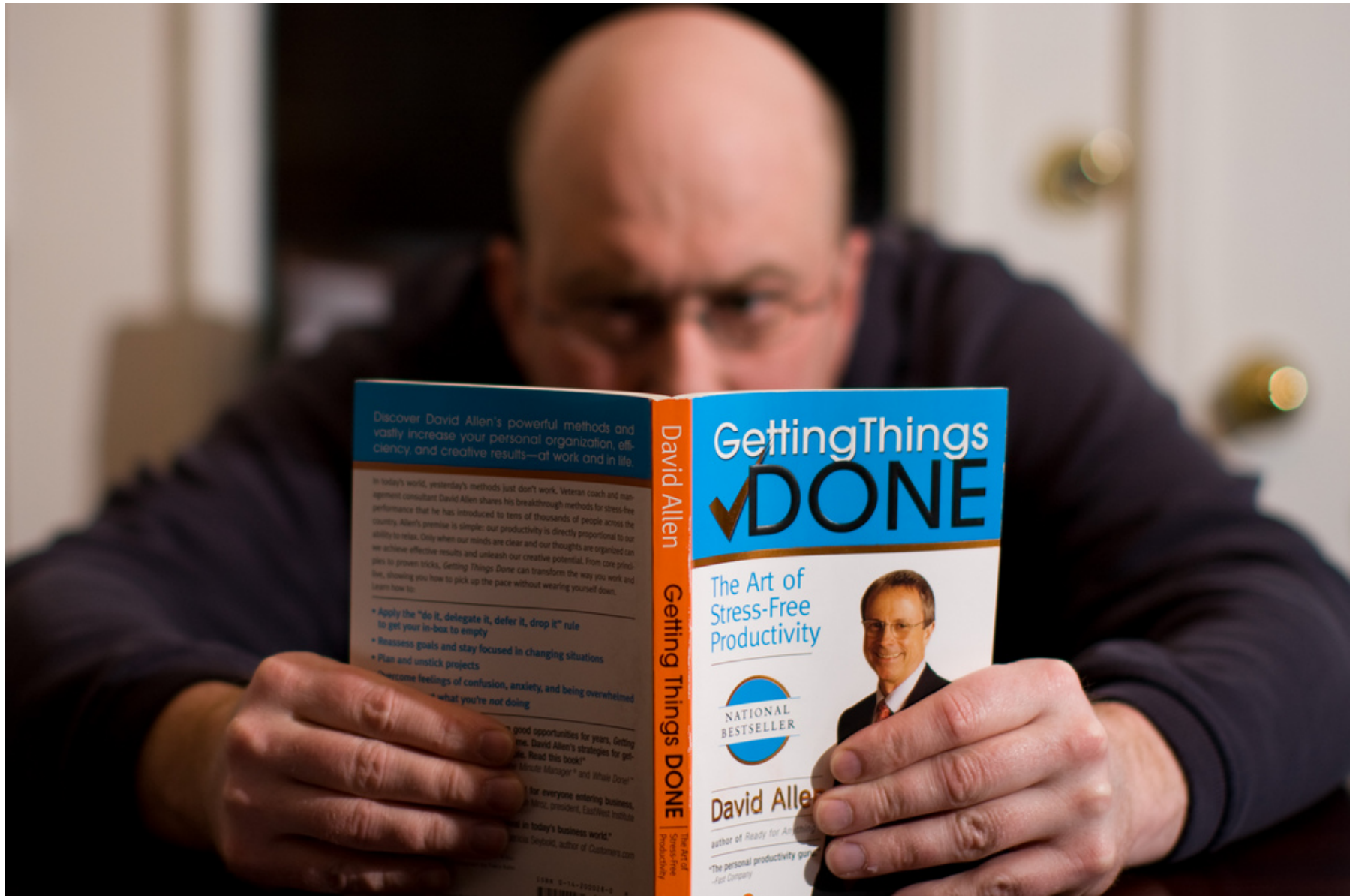




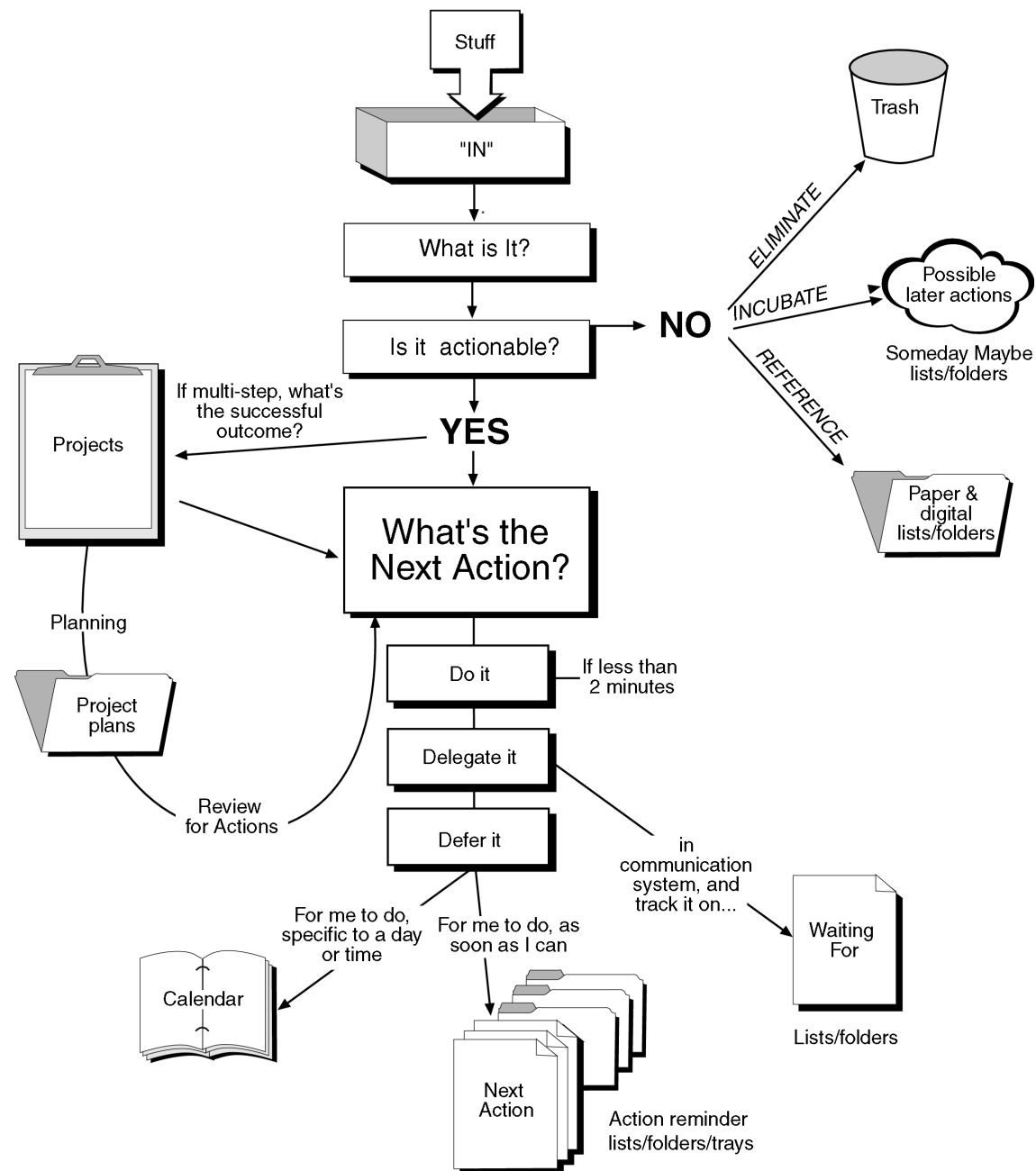
# The Myth of Multitasking



# Getting Things Done







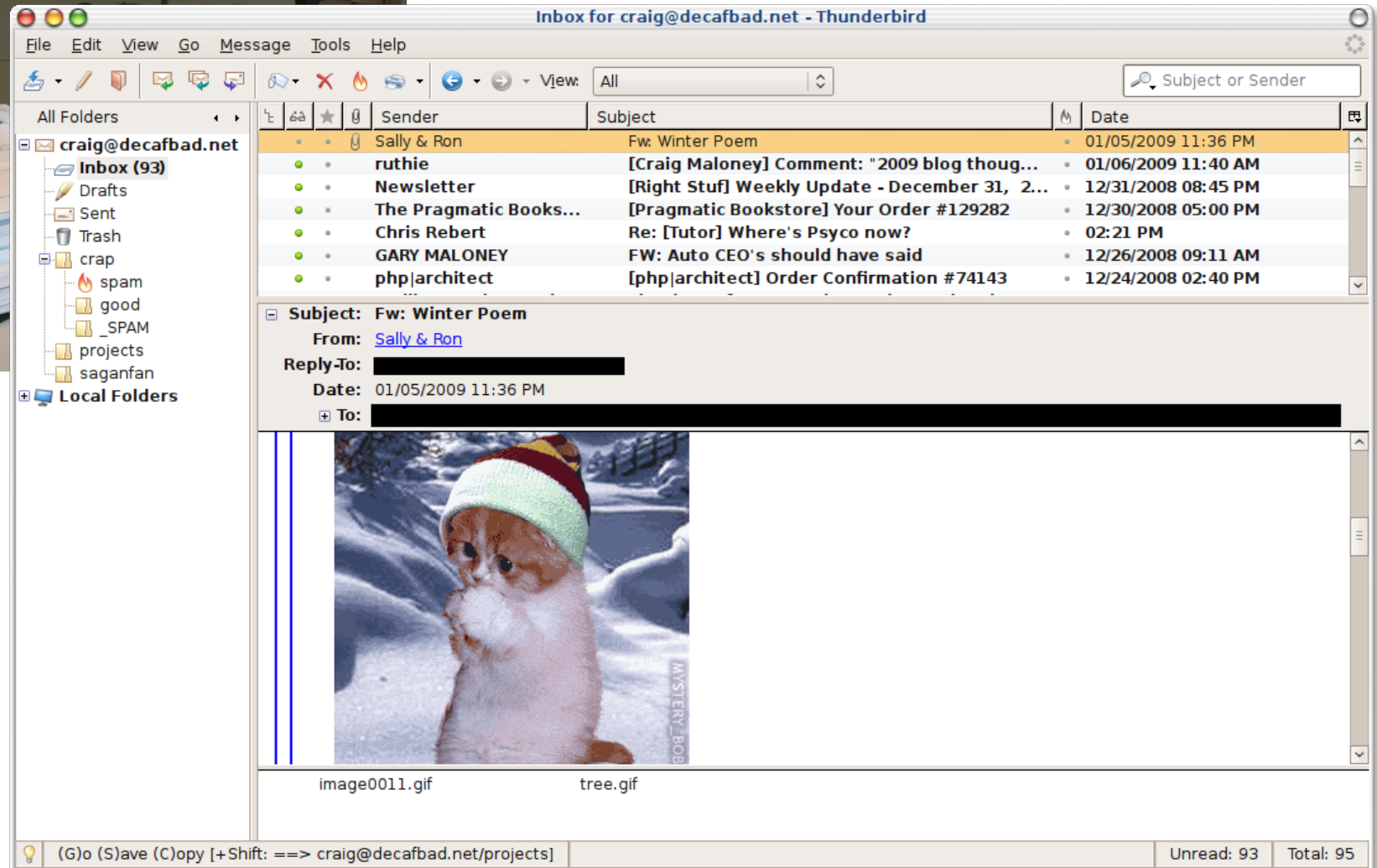
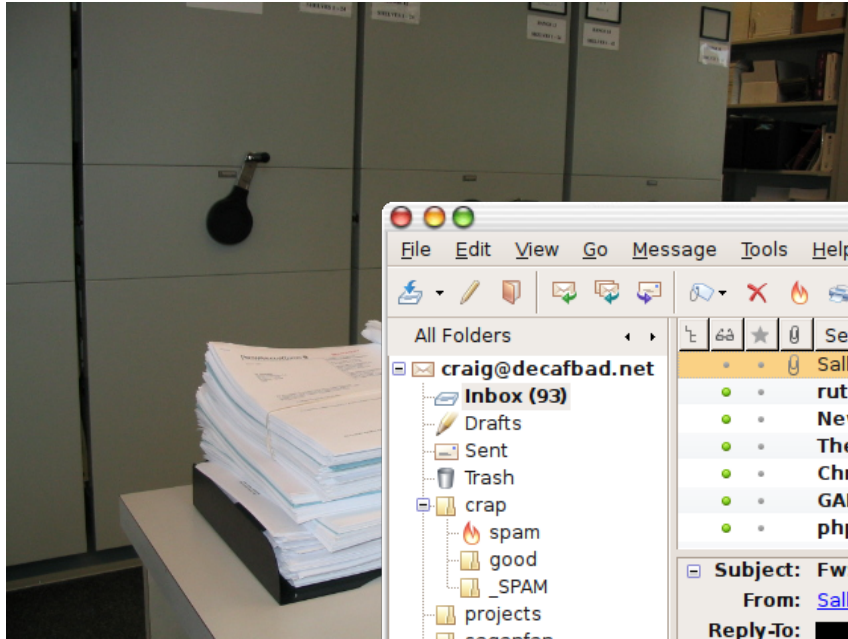
# Getting Things Done

- Five Phases of Work:
  - Collect
  - Process
  - Organize
  - Review
  - Do





# Collect...

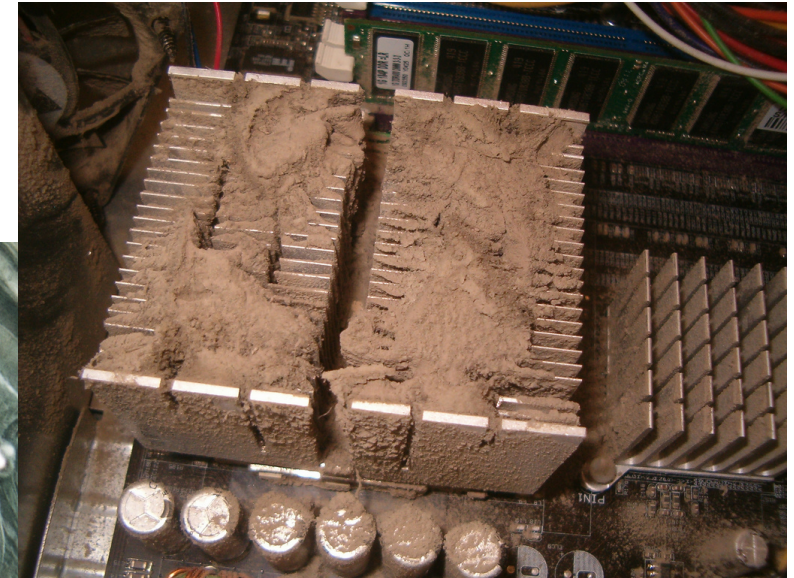


Mind like water





# More like “Mind Like Water in Sink”



# Write it down...

- Wash the dishes in the sink
- Clean out the server
- Replace the sink in the kitchen
- Feed the cat
- (Whatever else comes to mind)



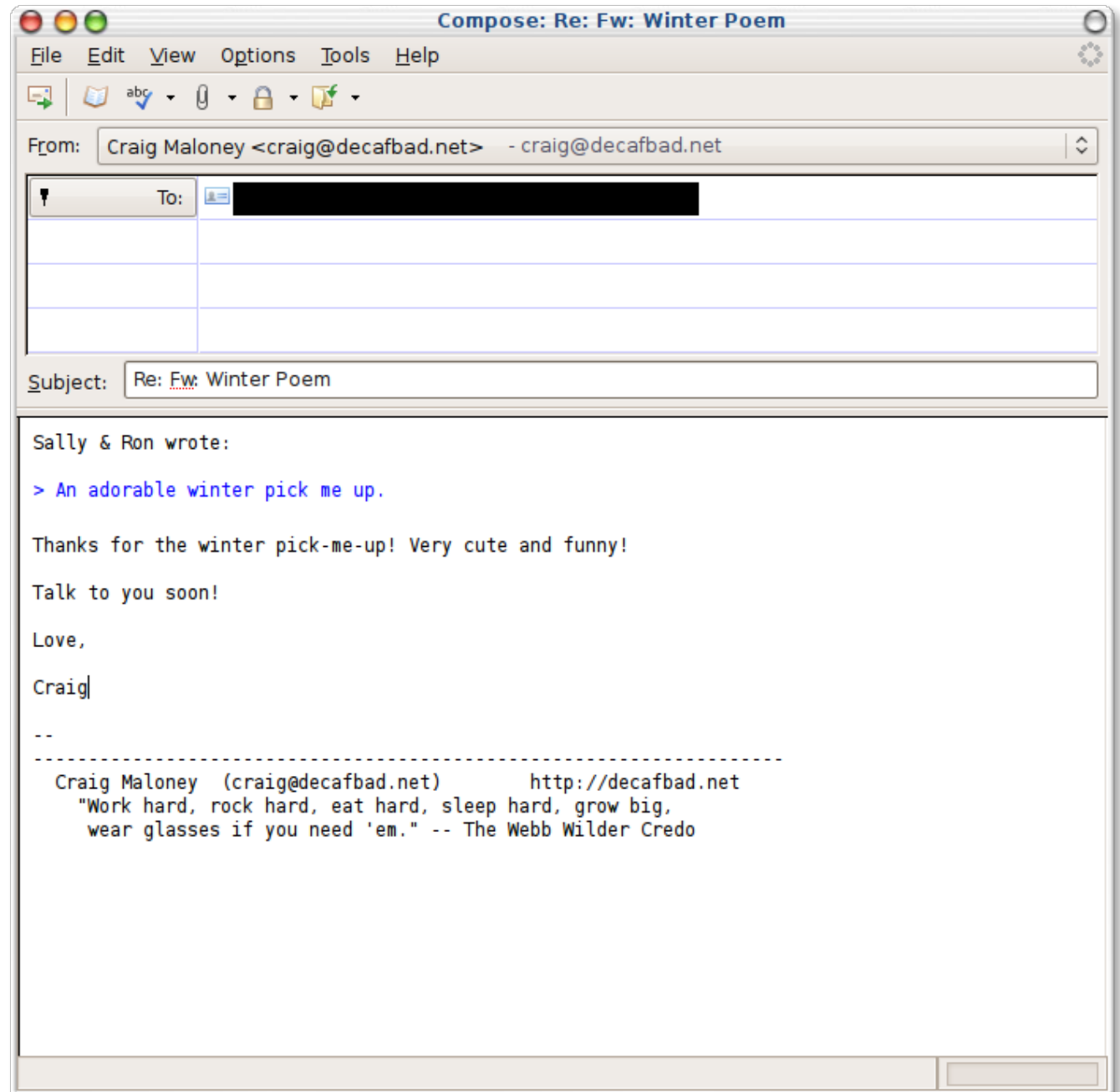


# Processing...

- Top to bottom
- One at a time
- Paper / E-mail does not leave your hand until it's processed
  - Done via “Two Minute Rule”
  - Project / Next Actions created
  - Filed as reference material
  - Thrown out

# The Two Minute Rule...

- Any action you can finish in less than two minutes, do it.



# Flip Side of the Two Minute Rule

- Any next action that takes longer than two minutes, you'll need to put on your next actions lists.
  - And boy is that tough...
  - ...really tough...





# Process...

- Wash the dishes in the sink
  - Will be finished when they're done.
  - No dependencies
  - NA: Wash dishes in the sink
- Replace sink in kitchen
  - Could do it myself, but don't want to
  - Frank knows a good plumber
  - NA: Call Frank for the number of the plumber who replaced his sink

# Process...

- Feed the Cat
  - Something I want to do (still like the cat)
  - Don't have any cat food in the house
  - Meijer has cat food (and is open 24 hours to boot)
  - **NA: Get cat food from Meijer**
- Clean out the server
  - Something I want to do
  - Already have a vacuum I've used before
  - Think I have a can of air somewhere in the house
  - **NA: Find the air can in the laundry room**

# Organize...

- Was the dishes in the sink
  - @Home: Wash the dishes in the sink.
- Replace the sink in the kitchen
  - @Agenda: Ask Frank who he used for his sink replacement.
- Feed the cat
  - @Errands: Get cat food from Meijer.
- Clean out the server
  - @Home: Find the air can in the laundry room.



# Process...

- Calendar
  - Items that need to occur on a specific date
    - Appointments, reminders, etc.
- Next Action list:
  - Next Actions organized by context, reviewed during the day
- Projects list
  - List of active projects reviewed at least once a week
- Someday / Maybe list
  - Items you'd like to do at some point, but haven't committed to doing (No next actions)

# Organize...

- Example Contexts

- @Agenda
- @Calls
- @Computer
- @Home
- @Office
- @Waiting For

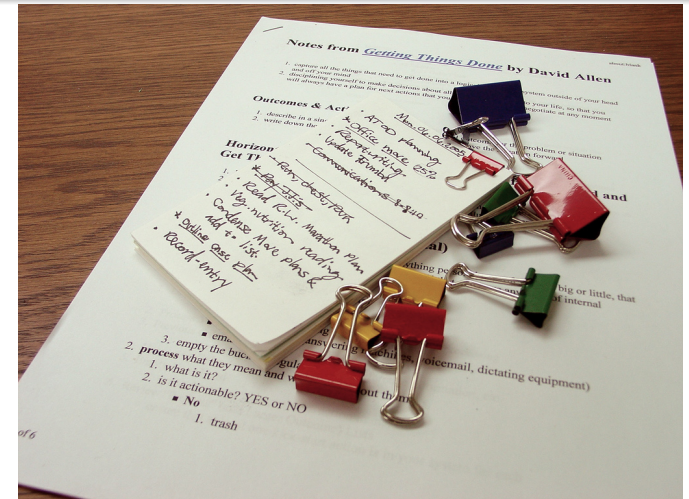


# GEAR!

The screenshot displays the J-Pilot 1.6.0 application interface, which is a personal information manager. It is divided into several windows and panes:

- Top Left Window (J-Pilot 1.6.0 User: Craig Maloney):** Shows a list of tasks. The selected task is "Change the water in the fishtank". The task list includes various other tasks such as "Check my statements for the web address for Fidelity Investments", "Draft what tables will be required for a recipe database for JoDee's recipe", "Find the netbenefits site on my statement", "Find the video cable and the power adapter for the Turbo Duo in the closet", "Go through the L-M folders for folders to prune /purge", "Look at my Principal Financial card in my wallet for the phone number to call", "Look through the CD binders for all of the Umphrey's McGee bootleg CDs", "Measure JoDee's hummingbird picture (or ask her what size paper she uses)", and "Pull the books from the bedroom and put them in a pile to process into T".
- Top Right Window (Tasks - Evolution):** Shows a list of tasks categorized by "On This Computer" and "Personal". The tasks include "Call Frank to ask him re: his plumber", "Go to Meijer to get food for the cat", "Buy wife expensive jewelry", "Buy wife chocolate", "Buy wine for my wife", "Buy wife flowers", "Find the can of air", "Wash the dishes in the sink", and "Buy wife new tablet Pc".
- Bottom Left Window (TRACKS::Context: @Home - Mozilla Firefox):** Shows a web browser window with the URL "http://localhost:3000/contexts/3". The page displays a list of tasks for the context "@Home". The tasks are listed with checkboxes and status indicators (e.g., "Get JoDee's manual out of her car to see how to access the coolant and how much [P]", "Check my benefits folders to see what our dental coverage is [P]", "Finish the numbers section of My Japanese Coach [P]", "Go through the boxes in the laundry room to find the portable hard drive [P]", "Box up the robot [P]", "Check to see if I have some more card slats laying around [P]", "Check the drawers in the closet for the serial dangle [P]", "Check the closet again for the Nokia 770 adapter [P]", "Read chapter 1 of the Security Assessment book [P]", "Read chapter 1 of the Making Things Happen book [P]", "Listen to Power Windows [P]", "Read chapter 04 of the Music Theory book [P]", "Find some swabs and alcohol to clean the keyboard [P]", "Listen to disc 2 of Blink [P]", "Watch the 'Here Be Dragons' video [P]", "Read chapter 08 of the Bushido book [P]", and "Read chapter 04 of Making it all work [P]").
- Bottom Right Window (TRACKS::Context: @Home - Mozilla Firefox):** Shows a form for adding a new task. The form includes fields for "Description", "Notes", "Project", "Context" (set to "@Home"), "Tags (separate with commas)", "Due", and "Show from". There is an "Add action" button at the bottom.

The interface is designed to be flexible and customizable, allowing users to manage their tasks and projects across different contexts and devices.





# Review...

- Review action and project lists at least once a week (Weekly Review).
- Weekly means WEEKLY (not monthly)
- Much more in the book and online.
- Most important part of GTD.
- Keep your system current!

# DO!

- Calendar
  - Meetings, appointments, etc.?
- Context?
  - What can I do at this moment?
- Energy
  - Ready to go, or ready for bed?
- Priority
  - What's the best thing I can be doing at the moment?

# DO!





# FINISHED!



# For more information...

- Getting Things Done
  - <http://davidco.com>
  - <http://gtdtimes.com>
- Tracks
  - <http://getontracks.org>
- Jpilot
  - <http://jpilot.org>
- Evolution
  - <http://gnome.org>

Thank you.



# Creative Commons is Awesome

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