

Ready-Set-Do! Quickstart Guide

Comprehensively integrates all of your files & programs
into David Allen's GTD® workflow.

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Ready-Set-Do! is not affiliated with David Allen & Co. or endorsed by David Allen.*



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PROJECTS



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The Ready-Set-Do! Advantage

ITERATION: Leverage the Power of One-At-A-Time

You may have experienced the flow that comes by processing your Inbox one item at-a-time. The Ready-Set-Do! scripts enable you to employ that same principle throughout your GTD System with quick iteration. This increases the speed of your workflow and keeps your mind from freezing up between two or more items in your system.

AUTOMATION: Automate Your Workflow with Audible Coaching

The Ready-Set-Do! scripts automate your workflow and audibly coach you through your Daily and Weekly reviews. This ability to automate greatly reduces redundancy in your system and keeps your focus more on getting things done.

PROGRAM-INDEPENDENCE: Free Your System from Over-Reliance on One Program

The Ready-Set-Do! scripts work with ALL of your programs (including those yet to be invented!) by streamlining your workflow through your computer's file system architecture. This affords you the freedom from over-reliance on one application that may or may not have long-term future software support.

HYPER-LINKING: Integrate All of Your Projects & Actions

The Ready-Set-Do! scripts keep your system more integrated. The ability to link and hyperlink elements of your system keeps you from having to rewrite the same things in a different place. In the case of Actionables and Projects, this hyperlinking streamlines your workflow by keeping your 'Thinking side' and your 'Doing side' from trying to do the other's job.



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Your New Ready-Set-Do! Desktop

All of the items you see on the right are aliases, that is, they link you to items elsewhere when you click on them. They function just like files in your file system.

The default location for these items is in your home folder in a folder called "RSD Active_System". Customizing the location or working with nothing on your desktop can be done by either changing the original items these aliases link to or by using the "Change RSD Prefs" script.

If you wish to change the names of these folders to something else you'll need to change the corresponding default names RSD uses to match located in << home >> /Library/Application Support/Ready-Set-Do!/_RSD Settings/Folder Names.

For more on customizing your Ready-Set-Do! experience, see "_How To Use Ready-Set-Do!" in "10. Ready-Set-Do! Help..."



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Your New "INBOX" Folder



INBOX

Put everything in this folder. This is the "bucket" through which you will collect and process all of your "stuff."



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Your New "CALENDAR"



CALENDAR

An alias file to your iCal application.

Double-Clicking this icon will open your iCal application.
Use iCal as you normally would for entering calendar events.
If you use a different calendar program, change the link of
this alias to your preferred calendar program.



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Your New "ACTIONABLE" Folder



ACTIONABLE

Where all of your actionable items go
(i.e. any one-step actions you can do based on
location context = @ Home, @ Office, @ Errands (Hardware
Store), @ Computer, @ Online, @ Library, etc)



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Your New "PROJECTS" Folder



PROJECTS

Where you define, clarify, organize, and get clear on all of your more-than-one-step actionables.



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Your New "WAITING FOR" Folder



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WAITING FOR

Where you put anything you are "Waiting to/for..." hear back on
or need to "Keep until...some future date"

Your New "READ-REVIEW" Folder



READ-REVIEW

Where all of your reading material goes (i.e. anything you can read based on location context - @ Book: Read..., @ Computer: Read..., @ Home: Read..., @ Office: Read...)



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Your New "TICKLER" Folder



TICKLER

Contains all twelve months of the year as individual folders along with your "Someday-Maybe" Folder



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Your New "REFERENCE" Folder



REFERENCE

This folder functions essentially like your physical File System at your home or office. Put all of your non-actionable reference files here.



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Juggling the GTD Workflow

Learning the GTD System is a lot like learning how to juggle:

1. First, like juggling, you have to get good at one task before mastering another.
2. Secondly, like juggling, you can't master another task without continuing to master the previous ones.

In juggling, one begins juggling one ball with one hand, then two balls with one hand, then three balls with two hands, and so on until one becomes proficient at sustaining the "rhythm" of it all. David Allen calls this "relaxed control."

In the same way, "Getting Things Done" begins with mastering basic tasks like emptying one's head, getting one's inbox to empty, and moves on to more involved tasks like getting clear on Projects and consistently doing the Weekly Review.



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Juggling the GTD Workflow

In the GTD workflow, there are 9 essential habits one needs to master – 9 balls to juggle if-you-will:

This QuickStart Guide will take you through 8 of the 9 habits utilizing the Ready-Set-Do! scripts. The Projects Tutorial takes you through the 9th habit of getting clear on your projects. It is recommended you complete this QuickStart Guide first before moving on to the Projects Tutorial.

We will begin with “Getting Everything Out of Your Head” and end with “Consistently Doing the Daily Review.”

Let’s get started!



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Juggling the GTD Workflow

In the GTD workflow, there are 9 essential habits one needs to master
- 9 balls to juggle if-you-will:



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Automating It All

First, to really make the most of the Ready-Set-Do! scripts, it is best to set your Daily Review and your Weekly Review scripts to run “automatically” using iCal.

Let's do this now:

1. Open the iCal Application.
2. Make a new calendar called “Scripts”.
3. Make a “New Event,” call it “DAILY REVIEW” and set the time you want.
4. Set the alarm for that event to “Open File.”
5. Navigate to your Ready-Set-Do! folder located in your “Applications.”
6. Choose “7. Do DAILY REVIEW.”
7. Set the new event to repeat “every day” (I set mine up to repeat every day except for the day I do my Weekly Review which you can do using “Custom”).

That's it! Now your Daily Review script will run every day! Do the same steps for your Weekly Review, but set it to repeat every week (whatever day you wish), and choose “8. Do WEEKLY REVIEW” instead as the file to open.



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Getting to Know Your Inbox



INBOX

Put everything in this folder. This is the "bucket" through which you will collect and process all of your "stuff."



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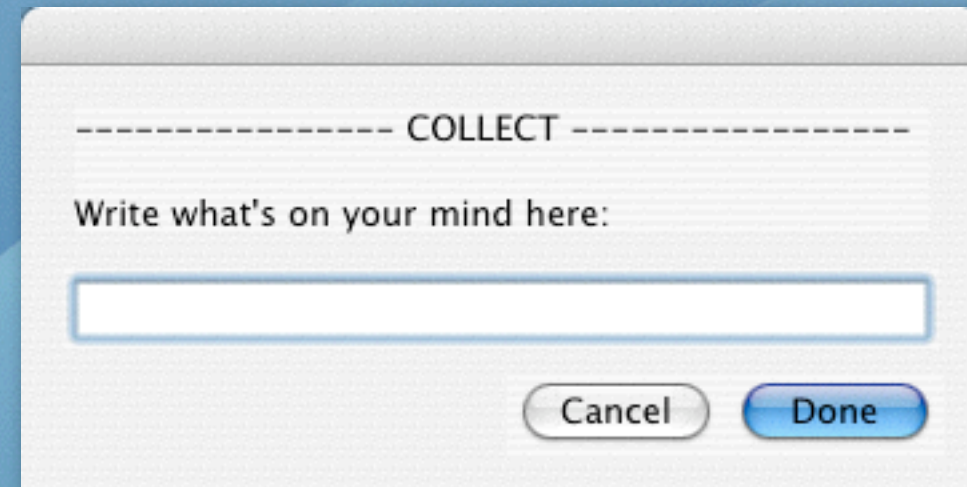
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Habit #1: Emptying Your Head

You will primarily be using your Inbox to Empty Your Head.

So let's try doing that right now:

1. Go to your dock.
2. Select Ready-Set-Do! folder.
3. Select "1. Empty Your Head."
4. You will see a box like this one.
5. Think of 5-10 things you have on your mind right now.
6. Type each one and press "Done" after each one.
7. When you are done, leave the field blank and press "Done."



----- COLLECT -----

Write what's on your mind here:

Cancel Done



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Habit #1: Emptying Your Head

Now let's go see what happened!

1. Double-click your "Inbox" and look inside.
2. You should see a list of newly created folders with the thoughts you just had.

See how that works?

Now any time you have a thought, idea, inspiration, etc. simply choose "1. Empty Your Head" from the dock and type away.

You now have a handy new script for quickly jotting down ideas in one place and knowing where to find them!

Note: The Ready-Set-Do! scripts consistently use folders in this way. The logic of this will be made more apparent as you finish the QuickStart Guide.



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Getting the Most From Your Inbox

Other Suggestions for Getting the Most from Your Inbox:

1. Make your Inbox your default saving place for anything you save for the first time. Then you know for sure that everything begins at your Inbox until you put it into the appropriate place.
2. Make your Inbox your default "Downloads" folder for your email and internet downloads. No more cluttering your desktop. You can decide what to do with them later when you process your Inbox.
3. Anything you don't know what it is or don't know where to put right now, put into your Inbox to process later.
4. If you wish, you may also save important emails or drag and drop important websites into your Inbox you can process later.



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Habit #2: Getting Inbox to “Empty”

Now let's process the items you just put into your Inbox:

1. Go to your dock.
2. Select Ready-Set-Do! folder.
3. Select “2. Get INBOX to Empty.”
4. You will now be prompted to answer a couple of questions about each item based on David Allen's Getting Things Done system.
5. Before you answer questions though, look at the workflow on the next slide highlighted in red.
6. Then, using what is highlighted in red to guide you, keep answering questions until you hear “Your Inbox is now Empty.”



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Habit #2: Getting Inbox to "Empty"

What is it? - Give the item a name that clarifies what it is.

Is it Actionable? - or Non-Actionable? - i.e. Is it something doable?

What is the successful outcome? - Describe what 'done' would mean for this item.

It's a Project - i.e. anything that takes more-than-one step to complete

It's an Action - i.e. anything that takes only one action to complete

It's Reading - Why do you want to read? Estimated time to read? Location?

< 2 min? - i.e. Can it be done in less than 2 minutes? Then do it now.

Next Action? - e.g. @ Phone: Call Tony to book these flights (location context = @ Phone -

Make sure to specify all next actions this way: @ Home, @ Office, etc.)

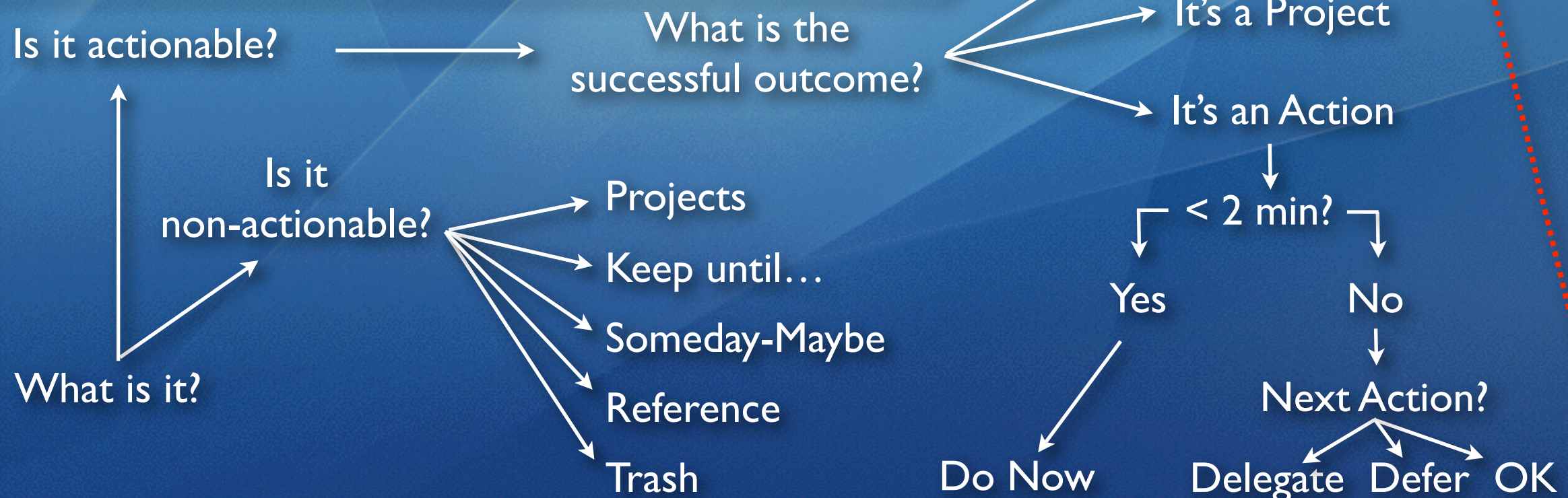
Projects - Attach the item to a particular project in your Projects folder.

Keep until... - Keep until a specific date.

Someday-Maybe - Perhaps you will do this someday.

Reference - File the item away in your Reference folder.

Trash - Send the item to the trash.



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Getting to Know Your Calendar



CALENDAR

An alias file to your iCal application.

Double-Clicking this icon will open your iCal application.
Use iCal as you normally would for entering calendar events.
If you use a different calendar program, change the link of
this alias to your preferred calendar program.



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Habit #3: Treat the Hard Lines of your Calendar as Hard Lines

Only day and time-specific actions go on your calendar to do on that specific day or time.

Nothing goes on your calendar that you are not already committed to do.

Regularly mark the events of your day complete as you do them. Not doing so creates the mental feel that you still have pending items from previous days left to complete.

Ready-Set-Do! has iCal set as the default link for the "Calendar" alias on the desktop. If you use another calendar program besides iCal, just change the link for the alias to your preferred program by selecting the "Calendar" alias, choosing "File --> Get Info" and pressing "Select New Original..."

If you ONLY use a handheld device or a paper-based calendar, you can make a new folder somewhere on your computer, name the folder "Look at handheld calendar" or "Look at your Daytimer" and then link the "Calendar" desktop alias to that folder to remind you to check your handheld or paper-based calendar instead of iCal.



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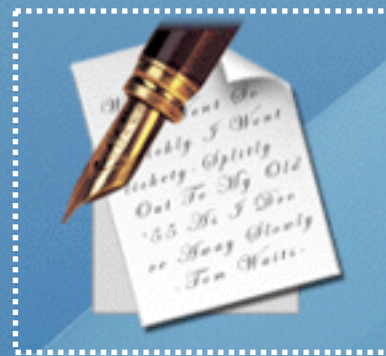


Send to PDA



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Getting to Know Your Actionables



ACTIONABLE

Where all of your actionable items go
(i.e. any one-step actions you can do based on
location context = @ Home, @ Office, @ Errands (Hardware
Store), @ Computer, @ Online, @ Library, etc)



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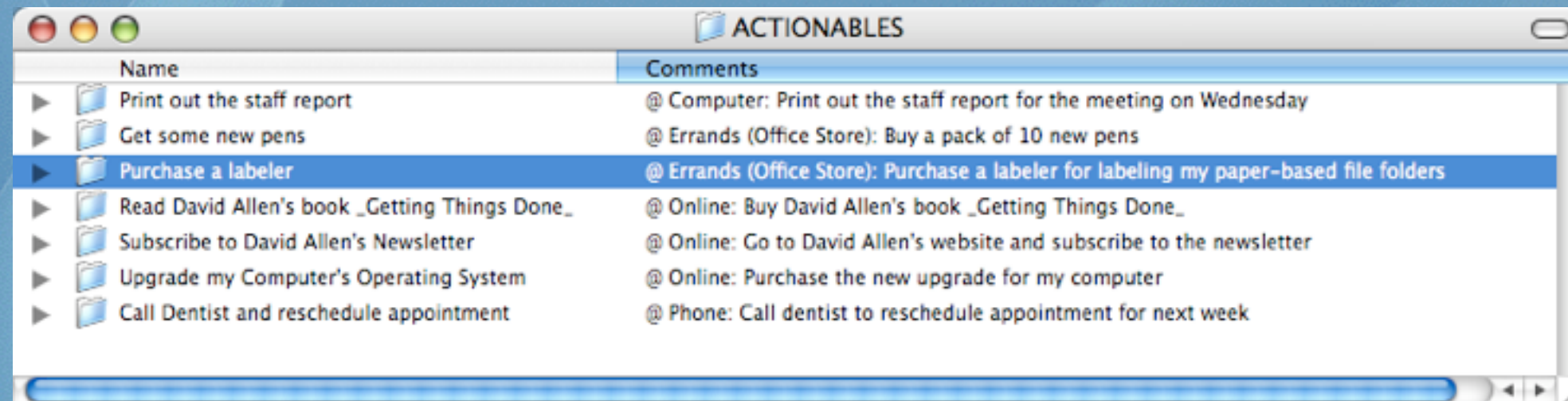
Send to PDA



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Getting to Know Your Actionables

When you open this folder, it should open to list view, enabling you to see the name of each item along with its comments. (Note: If you do not see this folder in list view, make sure "Folder Actions" are enabled. Control-click the desktop and choose "Enable Folder Actions")



Any time you are asked to specify a "Next Action" for an item you should begin by specifying the "location context" followed by a ":" -- that is, the location where that item should be done (e.g. @ Home:, @ Office:, @ Phone:, etc.)

Notice that you can then "sort" the items by these locations by clicking the "Comments" subheading above.

You can also "manually" change the next actions for any item by doing "Command-i" or selecting "Get Info" from the File menu and changing the comments for that item.



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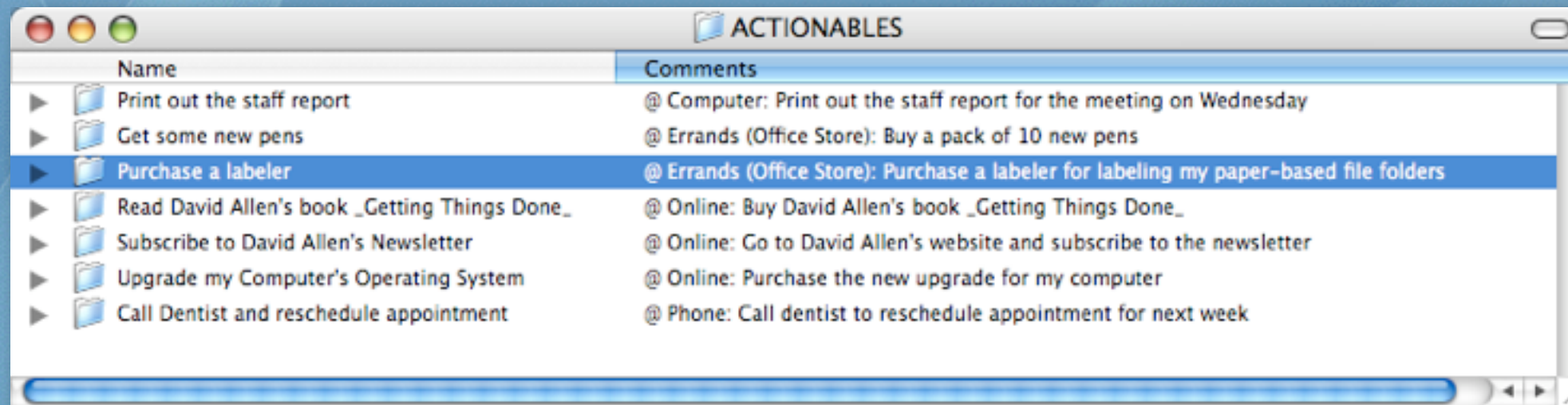


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Accessing Your Actionables

There are two ways of accessing your Actionables:

1. Manually – by simply double-clicking or opening the Actionable folder.
2. Automatically – by using the “3. Get Some ACTIONABLES Done” script.



Let's try that now:

a. Begin by making sure you have a good number of items in your Actionable folder to process.

(Note: If you need more, add some manually by doing “Command-Shift-N” to make a new folder, name it what you wish, and do “Command-i” or File menu --> “Get Info” to specify the next action).

b. Once you have a good number of items in the folder (at least enough with a few different location contexts). Run the “3. Get Some ACTIONABLES Done” script from Ready-Set-Do! folder in the dock.



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Habit #4: Doing Actionables by Location Context



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ACTIONABLES	
Name	Comments
▶ Print out the staff report	@ Computer: Print out the staff report for the meeting on Wednesday
▶ Get some new pens	@ Errands (Office Store): Buy a pack of 10 new pens
▶ Purchase a labeler	@ Errands (Office Store): Purchase a labeler for labeling my paper-based file folders
▶ Read David Allen's book „Getting Things Done„	@ Online: Buy David Allen's book „Getting Things Done„
▶ Subscribe to David Allen's Newsletter	@ Online: Go to David Allen's website and subscribe to the newsletter
▶ Upgrade my Computer's Operating System	@ Online: Purchase the new upgrade for my computer
▶ Call Dentist and reschedule appointment	@ Phone: Call dentist to reschedule appointment for next week



Please make your selection:

- Online
- Library
- Anywhere**
- Agendas
- Computer
- Home
- Email
- Errands
- Loyola
- Phone
- Newton

Cancel OK

A list will be created based on the "location contexts" you specified at the start of each item's comments (either manually or by running the "Get Inbox to Empty" script).



----- DO -----

@ Errands (Bookstore): Purchase German vocab cards

[a. Purchase German vocab cards]

Time --> Energy --> Priority

Do it Now Defer Until **Next**

You will then be prompted to act on each item for the location context you chose. Then you can choose another location, and so on.

Habit #4: Doing Actionables by Location Context

----- DO -----

@ Errands (Bookstore): Purchase German vocab cards

[a. Purchase German vocab cards]

Time --> Energy --> Priority

Do it Now Defer Until **Next**

Takes you to the next item for the location context you chose. In this case, to the next item with a next action that begins with "@ Errands."

Have you completed [@ Errands (Bookstore): Purchase German vocab cards] for [a. Purchase German vocab cards]?

Rename Incomplete **Complete**

Defer [a. Purchase German vocab cards] until?

Tomorrow

Next Week Next Month **OK**

Rename - allows you to rename the item

Incomplete - prompts you to re-specify the next action if necessary

Complete - prompts you as to whether you want to trash the item or send it to your Reference folder

Next Week - Sends to next week in your Tickler file

Next Month - Sends to the first of the next month in your Tickler file

OK - Sends to "Tomorrow," "Someday-Maybe," or "October 25" in your Tickler

*i.e. whatever date you specify



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Getting to Know Your Projects



PROJECTS

Where you define, clarify, organize, and get clear on all of your more-than-one-step actionables.



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How to Create a Project

Projects are created in one of the following ways:

1. Manually – by simply making a new folder “Command-Shift-N”, naming it, and putting it into this Projects folder.
2. Automatically – when running the “Get INBOX to Empty” script based upon key words that designate projects (e.g. Finish, Setup, Implement, Publish, Design, etc.)
3. Automatically – Any time you press “It’s a Project” when running the “Get INBOX to Empty” script.

Because staying clear on Projects is one of the more ‘involved’ of the 9 GTD habits to master it is given more focused treatment in the Projects Tutorial.



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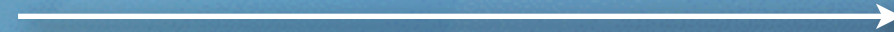


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Getting to Know Your Waiting Fors



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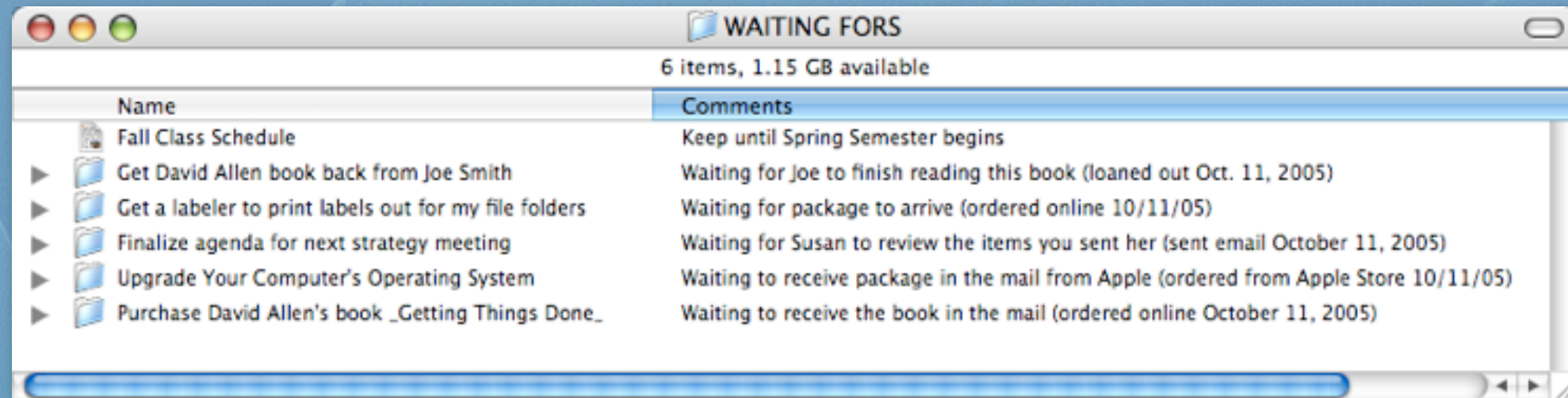


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WAITING FOR

Where you put anything you are "Waiting to/for..." hear back on or need to "Keep until...some future date"

Habit #5: Following Up Waiting Fors



Waiting Fors are Made in the Following Way:

1. Manually – by simply making a new folder "Command-Shift-N", naming it, and putting it into this folder. Then "Command-i" or File menu --> "Get Info" and specifying the comments (or next action) as "Waiting for..." or "Keep until..."
2. Automatically – when running any script that prompts you to specify the next physical action and you write the next action beginning with either "Waiting..." or "Keep until..."



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Habit #5: Following Up Waiting Fors

WAITING FORS	
6 items, 1.15 GB available	
Name	Comments
Fall Class Schedule	Keep until Spring Semester begins
▶ Get David Allen book back from Joe Smith	Waiting for Joe to finish reading this book (loaned out Oct. 11, 2005)
▶ Get a labeler to print labels out for my file folders	Waiting for package to arrive (ordered online 10/11/05)
▶ Finalize agenda for next strategy meeting	Waiting for Susan to review the items you sent her (sent email October 11, 2005)
▶ Upgrade Your Computer's Operating System	Waiting to receive package in the mail from Apple (ordered from Apple Store 10/11/05)
▶ Purchase David Allen's book „Getting Things Done_	Waiting to receive the book in the mail (ordered online October 11, 2005)



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----- FOLLOW UP -----

[Constructive Position Available]

Waiting for your to finish and send off your CV

WAITING FOR

Follow-Up Completed Next

Delegate [Constructive Position Available] to who?

John Doe

By Phone By Email In Person

----- FOLLOW UP -----

How would you like to follow-up [Constructive Position Available]?

Waiting for your to finish and send off your CV

Delegate To Defer Until OK

Defer [Constructive Position Available] until?

October 25

Next Week Next Month OK

Sends to appropriate folder based on new comments

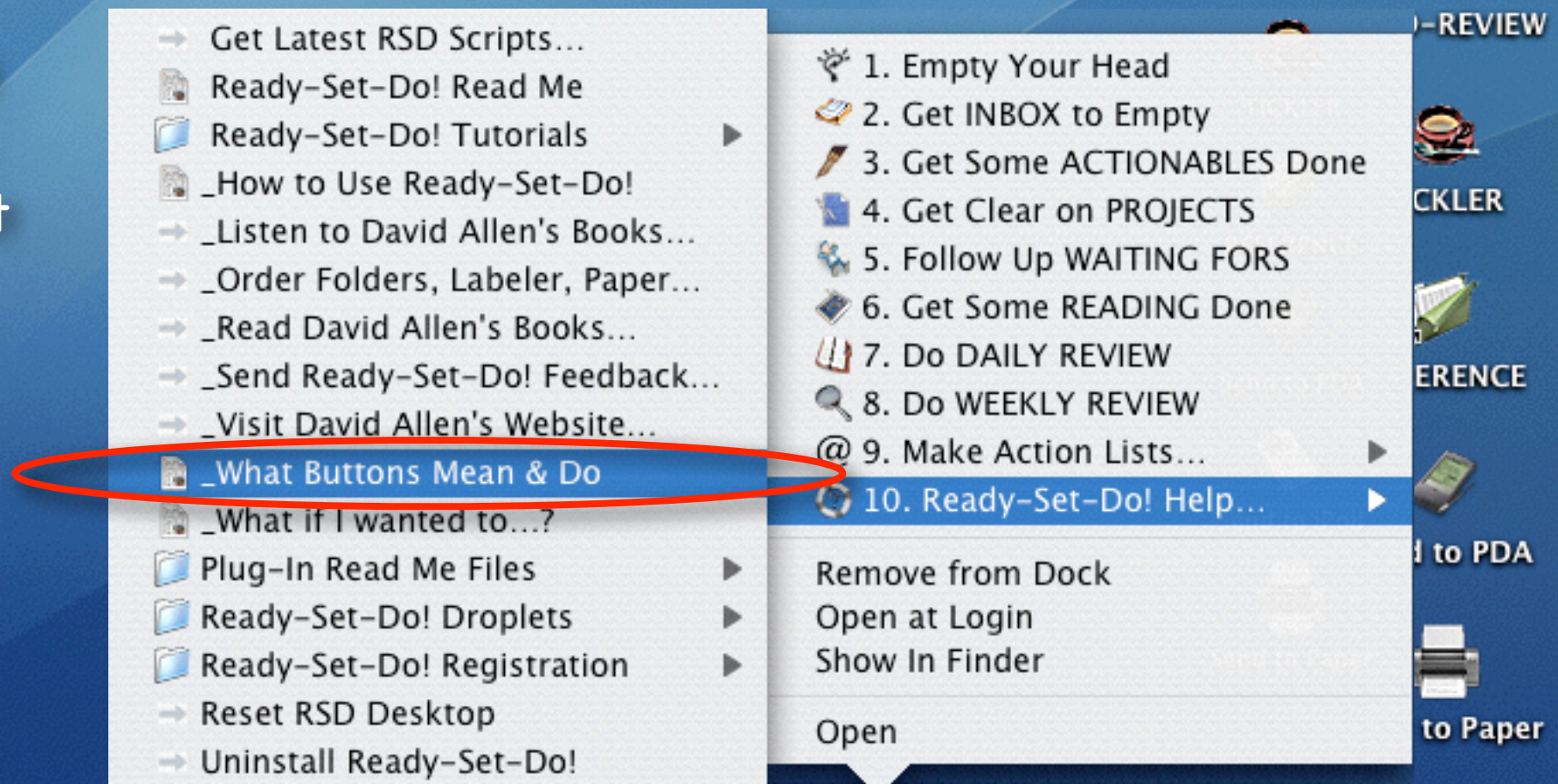
What the Buttons Mean & Do

At this point, it may be good to say something about the buttons. When using the scripts, you may wonder whether you should click a particular button because you are not sure what it means or does.

For situations like this just choose 10. Ready-Set-Do! Help... --> "What Buttons Mean & Do" from the Ready-Set-Do! folder in your dock.

The list is in alphabetical order for easy reference.

TIP: If you ever find yourself 'stuck' just keep clicking leftmost button until you see "Cancel."



Getting to Know Your Read-Reviews



READ-REVIEW

Where all of your reading material goes (i.e. anything you can read based on location context – @ Book: Read..., @ Computer: Read..., @ Home: Read..., @ Office: Read...)



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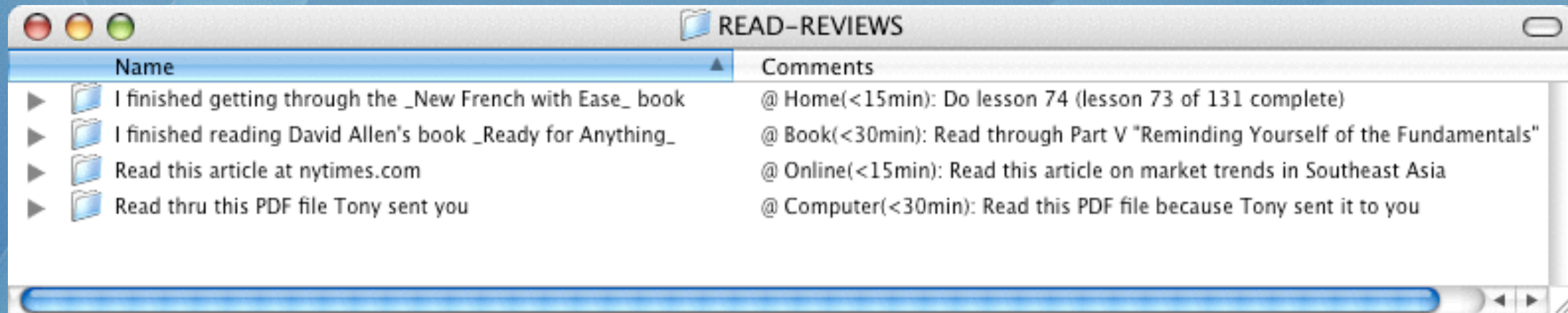


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Habit #6: On-Hand Reading Done In-The-Moment

There are two ways of accessing your Read-Reviews:

1. Manually - by double-clicking or opening the "Read-Review" folder.
2. Automatically - by using the "6. Get Some READING Done" script.



The "Get Some READING Done" script allows you to move through items one-by-one according to the location context you choose. But you can also process these items based upon how much time you have.

If you prefer this one-by-one approach, feel free to use this script. If you prefer to survey your entire Read-Reviews at-a-glance, then do so manually by opening the folder.

Most of your reading will be done somewhere besides your computer, such as paper printouts, books, or on your PDA. (Note: See later on how to print out your Action Lists - including your Read-Reviews)

Action Lists = lists of contents in Actionable, Read-Review, & Waiting For



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READ-REVIEW



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Getting to Know Your Tickler



TICKLER

Contains all twelve months of the year as individual folders along with your "Someday-Maybe" Folder



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READ-REVIEW



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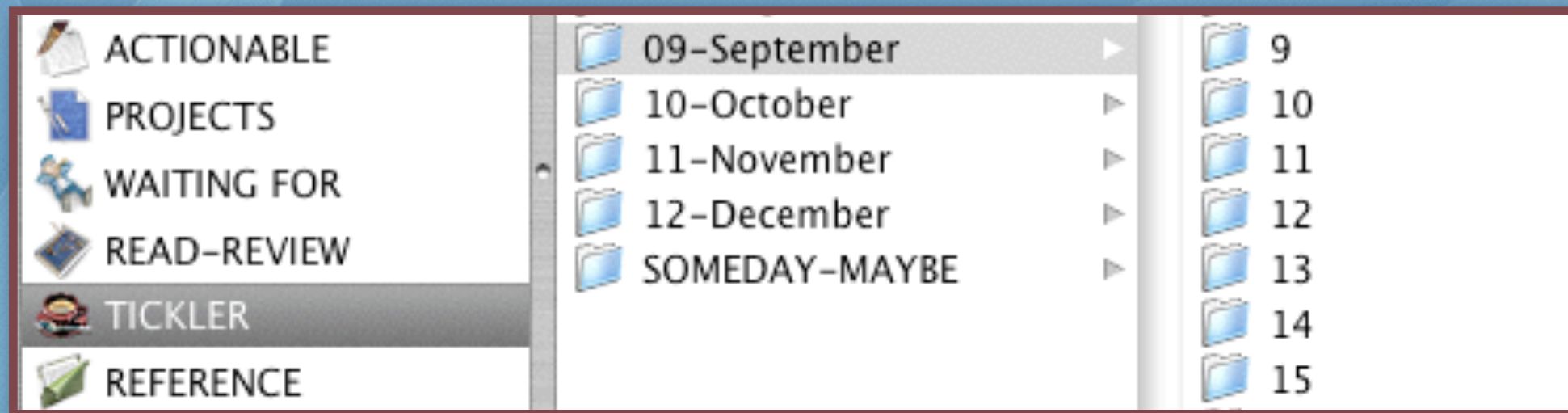


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Getting to Know Your Tickler

Inside your Tickler folder you will find more folders:

- 12 Folders for each of the 12 Months of the Year
- Your “Someday-Maybe” folder



Inside each Month folder you will find folders numbered from 1 to 31. Any time you “Defer Until” when running a script, you will find those items somewhere in these folders. When you run your “Do DAILY REVIEW” script, the contents of that day’s folder will be brought up for you to review.

The “Someday-Maybe” folder is where you place any projects you might someday get to or possible future vacation plans, etc. When you run your “Do WEEKLY REVIEW” script you will be prompted to review the items in this folder.

As always, you can either place things here “manually” by dragging and dropping items into the folders, or “automatically” by running the scripts.



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Getting to Know Your Reference Folder



REFERENCE

This folder functions essentially like your physical File System at your home or office. Put all of your non-actionable reference files here.



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



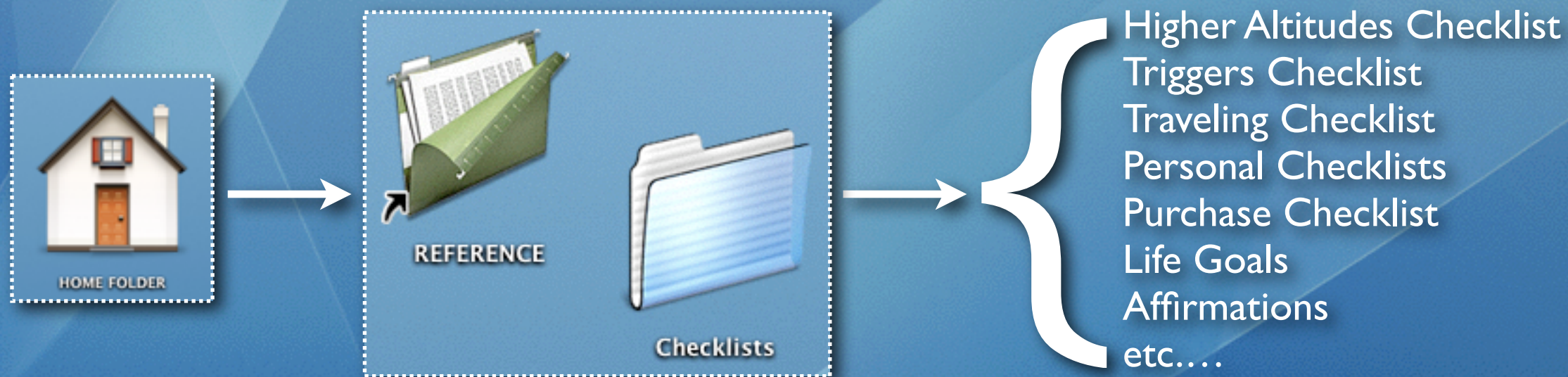
Send to PDA



Send to Paper

Getting to Know Your Reference Folder

The Reference folder is located in your home folder and should not be moved. The desktop has an alias to this folder. If you move or delete this folder from your home folder, the "Do Weekly Review" script will not run properly when it asks you to check your Checklists. Put all of your non-actionable reference material in your Reference folder, and keep things in this folder organized by topic as you would your home or office filing system.



---> CHECKLISTS: Your Checklists folder is located inside of your Reference folder. This is where you put David Allen's 30-50,000ft Checklist, Triggers Checklists (i.e. things to jog your memory about things you may have forgotten about), and any other checklists you would like to make and put in here (e.g. House Cleaning Checklist, Summer Vacation Checklist, Taxes Checklist, etc.) Every time you run your Weekly Review script it will prompt you to review any relevant checklists to jog your mind for items you may need to add to your Active System.



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Making Action Lists



- 💡 1. Empty Your Head
- 📅 2. Get INBOX to Empty
- ✍️ 3. Get Some ACTIONABLES Done
- 📁 4. Get Clear on PROJECTS
- 👤 5. Follow Up WAITING FORS
- 📖 6. Get Some READING Done
- 📖 7. Do DAILY REVIEW
- 🔍 8. Do WEEKLY REVIEW
- @ 9. Make Action Lists... ▶
- 🔍 10. Ready-Set-Do! Help... ▶

Remove from Dock
Open at Login
Show In Finder

Open



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Making Action Lists

You're not always going to be at your computer to process your Actionables and get things done. So to make your Action Lists portable you can do the following:

1. Go to Ready-Set-Do! folder in your dock.
2. Select "9. Make Action Lists..."
3. Choose "Make Action Lists."
4. Wait a few minutes while it generates your Action Lists and sorts your Actionables and Read-Reviews by location contexts.
5. Now you can (a) print them out, (b) save them as plain text files and port them to your PDA, iPod, or other portable device, or (c) save them as html and upload them to your website.



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Your "Daily Review"



- 💡 1. Empty Your Head
- 📁 2. Get INBOX to Empty
- ✍️ 3. Get Some ACTIONABLES Done
- 📅 4. Get Clear on PROJECTS
- 👤 5. Follow Up WAITING FORS
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- 📖 7. Do DAILY REVIEW
- 🔍 8. Do WEEKLY REVIEW
- @ 9. Make Action Lists... ▶
- 🔍 10. Ready-Set-Do! Help... ▶

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Habit #7: Doing Your "Daily Review"

The "Do DAILY REVIEW" script will essentially walk you through the following steps:

1. Review your Calendar -- opens iCal (or alternative program) and prompts you to review
2. Review Tickler Items (if any) -- pulls out the day's Tickler items for you to review, then places them appropriately (those with next actions already defined go to Actionable, Read-Review, Waiting For based on their comments; any without next actions get dropped in the "Inbox" to be processed)
3. "Get INBOX to Empty" script is run -- you process items in Inbox
4. "Get Some ACTIONABLES Done" script is run -- you do Actionables
5. "Follow Up WAITING FORS" script is run -- you follow up Waiting Fors
6. "Get Some READING Done" script is run -- you do some Reading

Each element can be "skipped" if you prefer. Of course, all of these things can be done individually by you as well, either manually, or by choosing the scripts from the dock individually.

IMPORTANT: The Daily Review is key for one critical reason - If you have any items you have "Deferred Until" that are lurking about in your Tickler folder somewhere for a particular day, you either need to remember to check that folder manually by double-clicking the day's folder or by running the "Do DAILY REVIEW" script which does it for you.

The best way to stay on track is to set the "Do DAILY REVIEW" script to run automatically which you should have done at the beginning of this tutorial.



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Your "Weekly Review"



- 💡 1. Empty Your Head
- 📁 2. Get INBOX to Empty
- ✍️ 3. Get Some ACTIONABLES Done
- 📁 4. Get Clear on PROJECTS
- 👤 5. Follow Up WAITING FORS
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Habit #8: Doing Your “Weekly Review”

The “Do WEEKLY REVIEW” script runs very much like your Daily Review but focuses you more on getting clear on everything rather than gearing you up to get things done.

The key element included in the Weekly Review script is that it runs the “4. Get Clear on PROJECTS” script as part of its routine. It thus forces you to get up-to-date on ALL of your Projects.

In addition it will also help you survey the broader horizons of your Calendar by prompting you to review both past Calendar dates to bring anything necessary forward as well as future Calendar dates to remind you of upcoming events.

The Weekly Review also includes extra elements that include your paper-based folders to keep you organizing those elements of your system.

This script is also the only one that prompts you to review any relevant Checklists to jog your mind for anything additional you may need to add to your system.

The one thing you will notice the most when doing the Weekly Review is just how often you will see a blank text box. Anything you put into that box will be put into your Inbox to be processed later; or if it is a project, into the “1-PROJECT SUPPORT” folder for that project.



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Some Concluding Thoughts



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Habit #10: Keep Them All Going

Remember that the GTD Workflow is like juggling. You need to learn each of the nine habits and stay proficient at those you have already mastered. But the true joy comes once you sustain the rhythm of juggling for awhile.



Juggling the GTD Workflow

Remember that the GTD Workflow is like juggling. You need to learn each of the nine habits and stay proficient at those you have already mastered. But the true joy comes once you sustain the rhythm of juggling for awhile.

Like anything new — and like learning to juggle — it is completely unrealistic to think that you can immediately acquire the “rhythm” of “relaxed control” for juggling all 9 elements of the GTD workflow.

But it IS realistic for you to begin mastering one at-a-time and learning the new ones as you keep the previous habits going.

Just keep at it! Eventually the intermittent experience of “relaxed control” will yield to the more consistent experience of the clarity and flow that relaxed control can generate.

And once you’ve maintained that level of clarity and flow for a time you’ll know that almost religious experience of having a...

“mind like water”



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Frequently Asked Questions

1. Can I put regular items in these folders or do they all have to be folders?

Yes, you can put anything your computer identifies from any program of any file-type and it will work just fine. Aliases are made to documents and other file types just as easily as they are to folders. So any file-type should work.

2. Can I make my own “location contexts” or do I have to use just typical ones like @ Office, @ Home, etc.?

Yes, you can make whatever location contexts you wish. Write “@ Neverneverland:...” for a next action and that and any other location will work the same way.

3. Does a person need to already know David Allen’s “Getting Things Done” System in order to use the scripts?

Having some basic familiarity with David Allen’s system will certainly help. The more familiarity the sooner one can acquire the skill-set needed to get the most of these scripts. But I made these scripts with the dual purpose in mind of helping both those who are already familiar with GTD workflow gain greater proficiency with it and helping newcomers gain introduction to it by audibly walking them through each element in the system. Hopefully these scripts do just that, but users will have to be the judge.

4. Can I change the icons of the desktop folders?

Of course you can. I love good icons, and these are the best I’ve found that most accurately communicate what each folder does, but if you have other icons you would rather use, you can use them instead. This will not affect the scripts in any way. To change icons, simply do “Command-i” on the icon you want, select the icon in the upper left corner, do “Command-c” (or copy), then do the same for the icon you want to change but do “Command -v” (or paste) instead. Websites of the icon designers who were generous in allowing me to incorporate their icons with these scripts are found in the Read Me files.



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Congratulations! You completed the QuickStart Guide.

If this is your first time through the QuickStart Guide, your next step is to get through the Projects Tutorial.

But you've already done enough for today, so let's put it on the agenda for later.

If you haven't already done so, choose "Empty Your Head" from the Ready-Set-Do! folder in your dock and type "Go through Projects Tutorial." and then click "Done" again.

Alright. You're all set now.



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Good Luck! And Enjoy the Ready-Set-Do! Scripts



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