

# Quick Guide

## *DoneIn2Minutes designed for BlackBerry® Wireless Handheld*

### About

*DoneIn2Minutes* is a productivity application which has been designed to track your task processing. It works well with other applications like [NextAction!](#) Or [TaskMaster](#). For more information on this please refer to our [Integration Guide](#).

### Installation

Extract all contents of the .zip file to a single directory and select the .alx in the "Application Loader" of your "BlackBerry Desktop Manager". Follow the instructions and the program will be installed on your BlackBerry®. A more detailed guide on third party program installation can be found [here](#).

### Get your things done!

According to David Allen's GTD™ principle of "Getting Things Done™" you should defer all tasks take longer than 2 minutes.

You can track your daily tasks with this application to check on the time every task is consuming. As this has been built for your convenience in processing tasks along the GTD™ methods you need to be familiar with it.

### Scenarios

As every task that takes longer than 2 minutes should be deferred, every task that takes less or about 2 minutes should be done right at the moment. You can now use your BlackBerry® Wireless Handheld to figure out which kind of task takes less than 2 minutes and can be done right now.

#### Check your Processing

If you start to process a task start *DoneInTwoMinutes* as well. It will show you the time you need for processing the task. If your task takes longer than two minute it will time out and you will figure it out on the screen

#### Fast Processing

If you are fast in processing several tasks and want to keep working by starting a new task it is very easy to restart the timer. Therefor, you can process and track time consumption in the fastest way that has ever been available on BlackBerry® devices.

### How to control *DoneIn2Minutes*

*DoneIn2Minutes* has been designed to be very easy to use. The two minute countdown starts immediately when you start the program. To restart the countdown you can either press the space button on your BlackBerry's keypad or push the restart button. At any time you can press the escape key to leave the program or restart your two minutes if you start to process a new task.

- **Start:** Automatically at program startup
- **Restart:** Hit the space bar, enter or press the restart button
- **Stop:** Exit the program with the escape key



### Productivity made by S4BB Limited

*DoneIn2Minutes* is just one productivity product created by S4BB Limited for your convenience. Our professional GTD™ application *NextAction!* For example, is a straight implementation of this principle for handling all your tasks on a BlackBerry® Wireless Handheld.

You can find more applications for mobile productivity at our website:

[www.s4bb.com](http://www.s4bb.com)

**Requirements:** BlackBerry® OS 4.0 or above

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