

Quick Guide

TaskMaster™ for BlackBerry® Wireless Handheld

About

TaskMaster is a fully featured task application with the “easy-to-use” approach for accessing tasks.

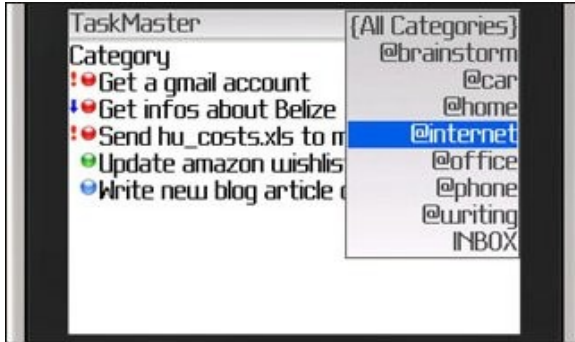
Installation

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®. More detailed guides on third party application installation can be found here:

- [Using a Microsoft Windows PC](#)
- [Using an Apple Mac OS X machine](#)

Usage – Main Screen

TaskMaster has been built to **boost your productivity**. Therefore, TaskMaster's main screen comes in a very simple layout. It allows to access and process your tasks as fast as no other task application on the market. You can also switch between categories in easiest way you have ever seen on a BlackBerry® Wireless Handheld! Please find an example below:



Usage – Shortcuts

You can use a lot of key shortcuts in every screen. The most important key is **space** as it can toggle nearly every item including tasks, status, priorities, and categories. Shortcut overview:

- | | |
|---------|--|
| SPACE | Toggles selected item (e.g. task completed/in progress, context) |
| „N” Key | No function yet |
| ENTER | Enters the currently selected task |
| DEL | No function yet |
| ESCAPE | Exits every screen |



Who should use TaskMaster?

TaskMaster users are productivity gurus who want to make more of their time and are mostly interested in self-improvement and personal productivity optimization. This application has been designed to help you achieving your goals and become one of the most productive BlackBerry® user on earth. While TaskMaster provides very easy and fast access to categories and tasks it is still a fully featured task application.

Usage – Task Details

Whenever you create or view a task you can edit its details. A task comes with a lot of preferences like: a name (summary), status, priority, category, due date and notes. Please find an example below:



Usage – Task Status & Priorities

- | | | | |
|--|-------------|--|--------|
| | Not Started | | High |
| | In Progress | | Normal |
| | Completed | | Low |
| | Waiting | | |
| | Deferred | | |

Usage – Desktop Synchronization

A task application is nothing worth if you cannot synchronize your tasks with your desktop application. TaskMaster integrates natively into your BlackBerry® tasks database and is therefore compatible with a lot of desktop applications you can synchronize your data with:

- Microsoft Outlook®
- Lotus Notes®
- ACT!®
- Novell Groupwise®
- Entourage®
- iCal®
- Now Contact® / Now Up-To-Date®

This kind of synchronization has been tested on Microsoft Windows® and Mac OS X® machines. Please refer to the following links for detailed synchronization guides:

- [Task Synchronization BlackBerry to Microsoft Windows](#)
- [Task Synchronization BlackBerry to Mac OS X](#)

Requirements: BlackBerry® OS 4.1 or above

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