

SeriousNote 0.9.0.2 Private Beta

User Manual

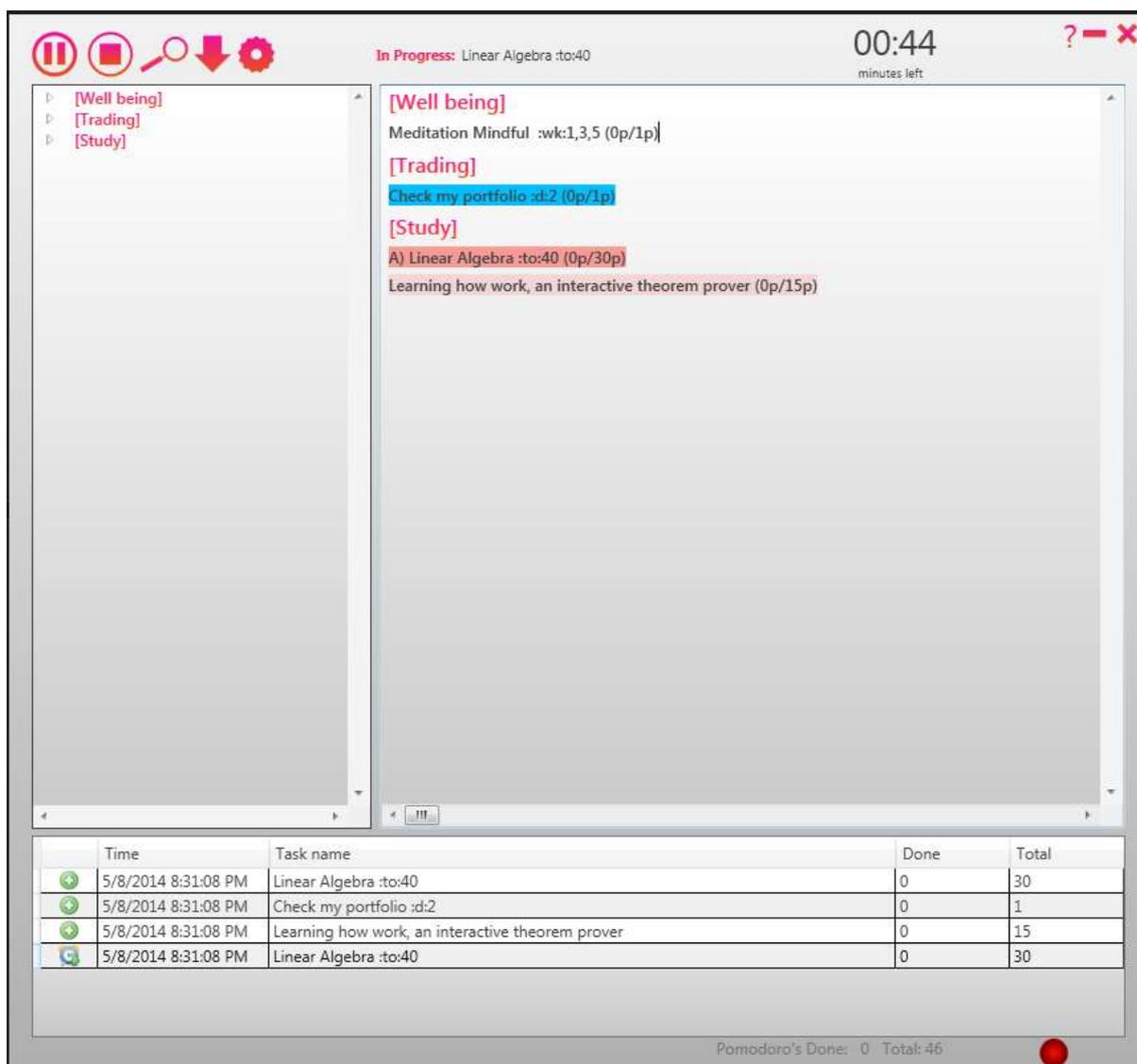
Basic Shortcuts

ALT+ [Left Arrow]: Switch To TreeView On The Left

ALT+ [Right Arrow]: Switch To The Editor On The Right

[Windows Key] +BackSpace: Pop-Up SeriousNote

SeriousNote Interface



About The Editor (Right Panel)

You specify an activity name between '[' and '']

Task are simply written under the activity they are affiliated with..

Here I specify 2 tasks under the activity **[Study]**

1. I plan to do 30 pomodoro to learn about linear algebra. This is my highest priority (A)
2. I also plan to do 15 pomodoro to learn how to use CoQ (See <http://Coq.inria.fr/> for the curious ;-)
3. Every Monday, Wednesday, Friday the “**meditation**” task will be selected.
4. SeriousNote will also auto-select the ‘Check my portfolio’ task every 2 days

The Timeout Keyword :to:

:to:N The task is everyday selected until it's time out after N days.

:to:30 The task will not continue to be selected after 30 days since its date of creation.

Every-N-Day Keyword :d:

:d:N the task is selected every N days

:d:2 Select the task every 2 days since the day of creation.

Day Of The Week Keyword :wk:

:wk:N or :wk:N,N

:wk:N,N The task is selected when the current day of the week match.

(Monday=1... Saturday=6, Sunday=7)

:wk:1,3,5 The task is selected then when it's Monday, Wednesday or Friday.

:wk: Without a day specified. It's automatically Monday.

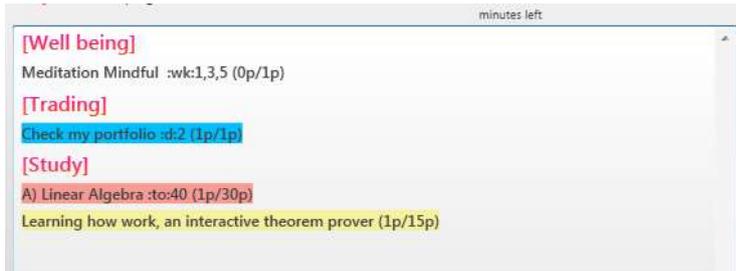
Task Priority

You can prioritize your task between ‘A’ to ‘K’ (A for the highest priority to K lowest) By default the tasks are assigned the ‘L’ priority.

In the example the ‘Linear algebra’ task will be scheduled in front of all other tasks, and first to be executed.

Pomodoro

You specify the length in pomodoro of your task with this syntax (XXp/NNp) e.g: (1p/10p) mean you think the task will take 10 pomodoro to complete, and so far you did one pomodoro. SeriousNote will keep track of your progress and increment at each completed pomodoro the XX parts.



Selecting Tasks

To select a task manually, it's very easy. Use the **[Mouse Right Click]** On The Task. You will see the Background of the text changes to yellow or pink (after the task is saved in the database it turn to pink)



About the TreeView (Left Panel)

The TreeView is here to aid you navigate to your activities and tasks.

If you want to display/hide an activity into the Editor View select it into the TreeView and press [Enter] or [Space]. You only keep the essential activities of your day into the editor.

You can also quickly delete an activity by selecting it first on the TreeView and pressing the 'Suppr' or 'Backspace' key.

Saving

The modifications are auto-save automatically when you navigate the interface or if you press the Big Down Arrow on the Interface. It's saved into as a file database (SQL Server CE)

You can find your database file into C:\Users\\AppData\SeriousNote\Note.sdf

It's recommended that you backup frequently.

Configuration

You can access the configuration menu by clicking the 'gear' button.

Here you will find 4 fields.

Pomodoro Length: This is the slice of time you want to dedicate to your task (25min by default)

Small Pause: after you finish a pomodoro you are allowed to take a small break. This is where you define how long you want your small break to be (5min by default).

Long Pause: After you are done with your full cycle of pomodoro (by default 4) you are allowed to take a 'long break' (30 minutes by default).

Pomodoro Cycle Length: this is the number of pomodoro to execute before taking a long break. By default the cycle length is 4. It means you will have 4 pomodoro of 25 minutes with 3 smalls pause of 5 minutes. After all the 4 pomodoros are executed you will enter into the 30 minutes pause.

Starting/Pausing/Resuming/Stopping The Tracking

To start the tracking of the selected tasks you simply press the Play button.

The DataGrid at the bottom will inform you of the tasks you just loaded and a small popup will show you which task you should currently attend.

If you press the 'Pause' button the current task will be canceled (not all the tasks just the one you are currently working on) a pomodoro to be completed should not be interrupted.

If you press the 'Stop' button all the tasks are unloaded.

It's recommended to start with a few tasks. Do not think it's easy to complete 8 or 12 pomodoro in a row. Be realistic.

Widget And QuickView

The widget is a small window that stays on top that keep you informed all the time on which tasks you currently working on and the amount of time you have before the pomodoro is complete.

The QuickView button shows off all the high priority tasks and the currently selected tasks to be executed. So you always know what you are ready to 'start'

About Pomodoro

The pomodoro technique is mostly a blueprint to work effectively.

But you can adapt it the way you want. Profit from the tracking that SeriousNote offer, and it's new and effective way to schedule and prioritize tasks. At the end this is just an intelligent text editor that keeps everything organizes ☺

Links:

<http://hackeratwork.com/>

http://en.wikipedia.org/wiki/Pomodoro_Technique

<http://www.lifehack.org/articles/productivity/the-pomodoro-technique-is-it-right-for-you.html>

<http://pomodorotechnique.com/>