

iPrioritize for iPhone

Quick Start Guide

<http://www.i-prioritize.com>

Introduction

iPrioritize is a simple tool to ensure that you spend your time efficiently. By answering a series of simple questions you can quickly prioritize a list of tasks, and easily see which are the most urgent.

iPrioritize is the result of active research and development into productivity, human potential and achieving goals quickly in an entrepreneurial and business context.

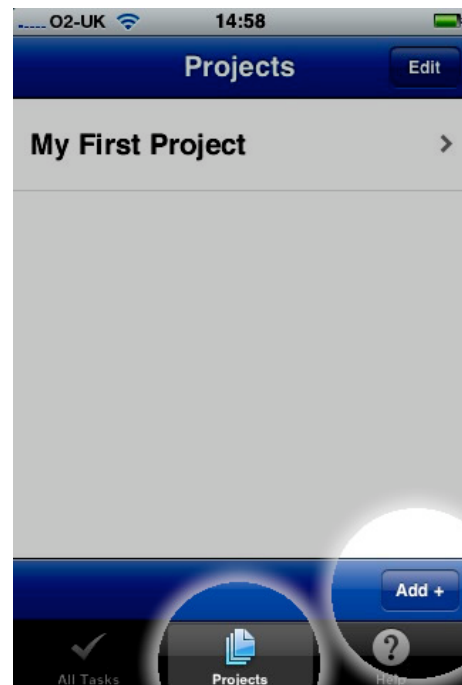
It was inspired and created by [Psi Pi Group](#), and includes the thoughts and ideas of [Simon Hedley](#), with inspiration from many others, but with special thanks to James Lavers.

iPrioritize is a tool, and like any tool it takes practice, experimentation and play to master. I hope that you find that it's [The Simple Idea](#)[™] that Makes the Big Difference

Getting Started

Adding Projects and Tasks

1) Your first step is to add a project by going to the Projects tab at the bottom and clicking Add.



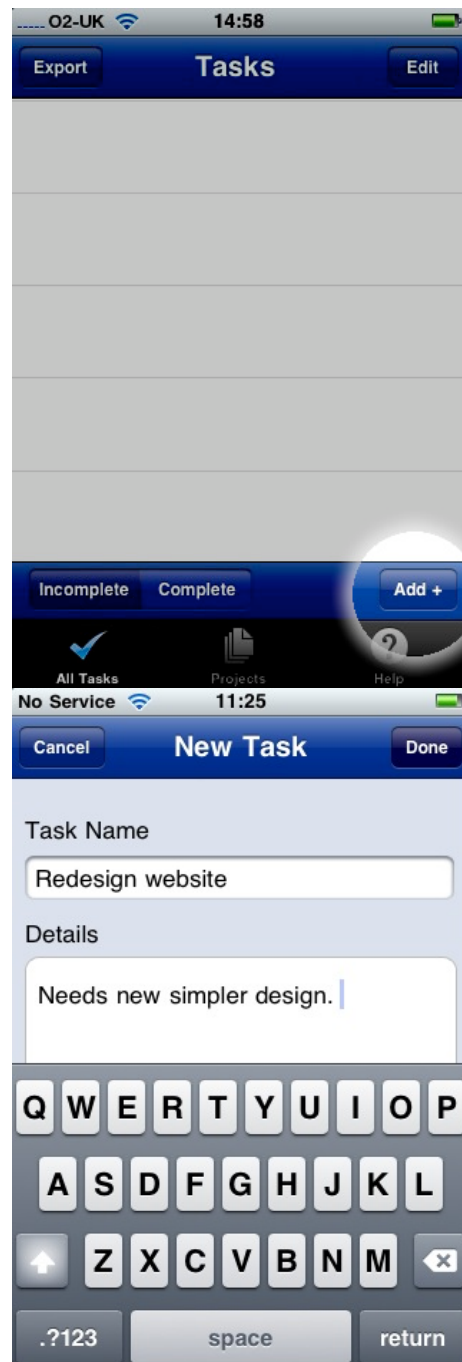
2) Enter a project name and click Save.



3) Click on your newly added project to open the tasks menu for that project.

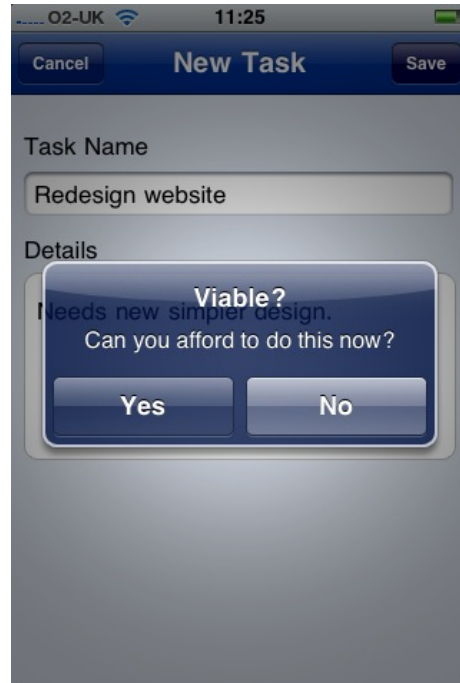
Click the add button in the bottom right hand corner to add your first task.

4) Enter a name for your task, and a description, and click Save.

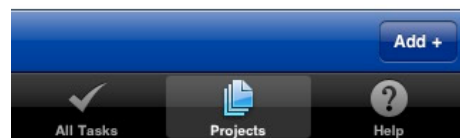


5) When you save a task, the app will prompt you with six questions, which you need to answer in order to calculate your priorities.

Enter your first response, and don't overthink. And remember, "Don't know" means NO.



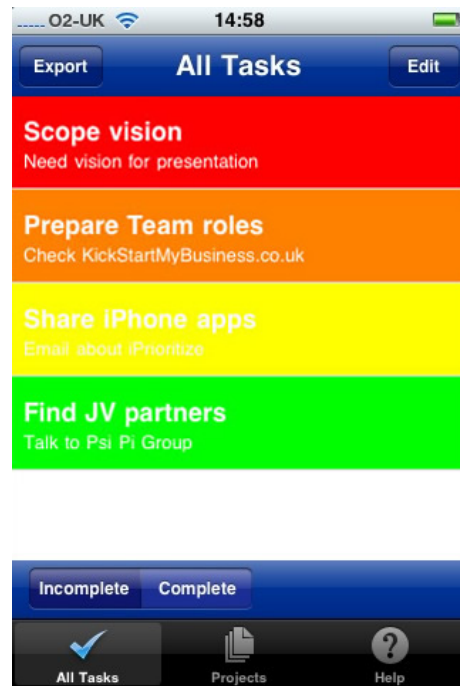
6) For any further projects and tasks, repeat steps 1 to 5.



Using the iPrioritized list.

iPrioritize will automatically assign a priority to your tasks, based on your answers, using our "Magic Formula", and sort the list of tasks for that project.

Tasks are colour coded in order of priority:



Red means High Priority

Do these first.

Amber means Medium Priority

Do these when Red Tasks are complete or delegate them.

Yellow means Low Priority

Do these when Red and Amber Tasks are completed or delegate them.

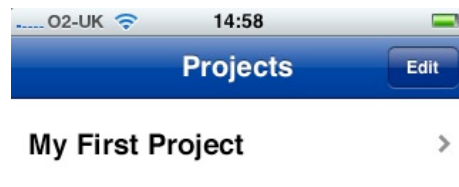
Green means Very Low Priority

Only do these when Red, Amber and Yellow Tasks are completed, delegate them or don't do them at all.

Other commands

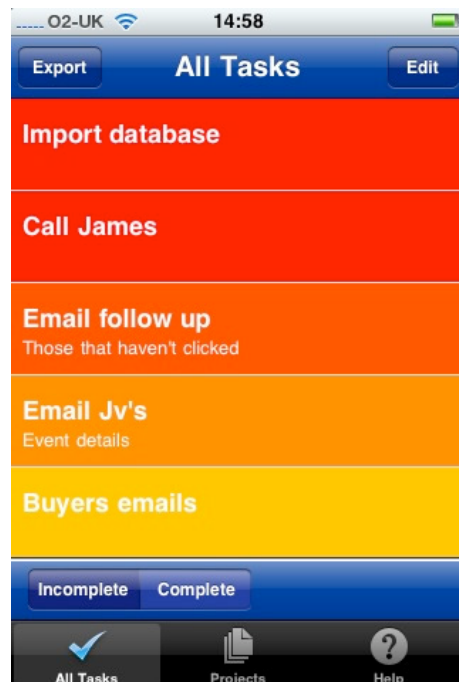
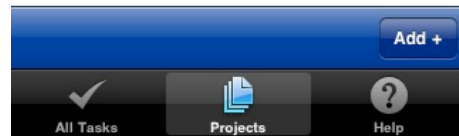
Editing projects or tasks.

Click the Edit button in the top right of the Projects or tasks page to amend any projects or tasks you have previously created.



Exporting your data.

On the tasks page, click Export in the top left hand corner to export a CSV file containing all your tasks data and send it to an email address of your choice.



Further Information

For information and tips on how to leverage your time, get focused with iPrioritize and get free bonuses for professional users, go to:

<http://www.i-prioritize.com/iphonetour>

<http://www.i-prioritize.com/secrets>

If you would like to share iPrioritize with your friends and co-workers to help them become more productive, please register here:

<http://www.i-prioritize.com/affiliates>

Remember

This is an iPhone application. It's not a professional business advisor or strategic consultant. If you want one, we know very good ones. **iPrioritize** is a tool. You are responsible for how you use it and the results you get.