

Welcome to Proud!

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Prouductivity Handbook

Version 0.1
(11-15-2015)



Proud

If you want to be more productive, control your time better and maximize your potential for success, Proud is an app for you. It's a combination of simplicity and power. From lists, reminders and timers to useful superpowers like: "Give me more time", "De-stress" or "Travel back in time".

When an idea or thought comes to your mind, or you know you will have to accomplish something soon, store these thoughts safely by breaking them down into chunks that are smaller and easier to complete, and increase your chance of success in any area of your life! Organize your days with one-click reminders and add habits to make you systematic and unbeatable.

CES (Central European Startup) Awards 2015 Nominee for Best User Experience

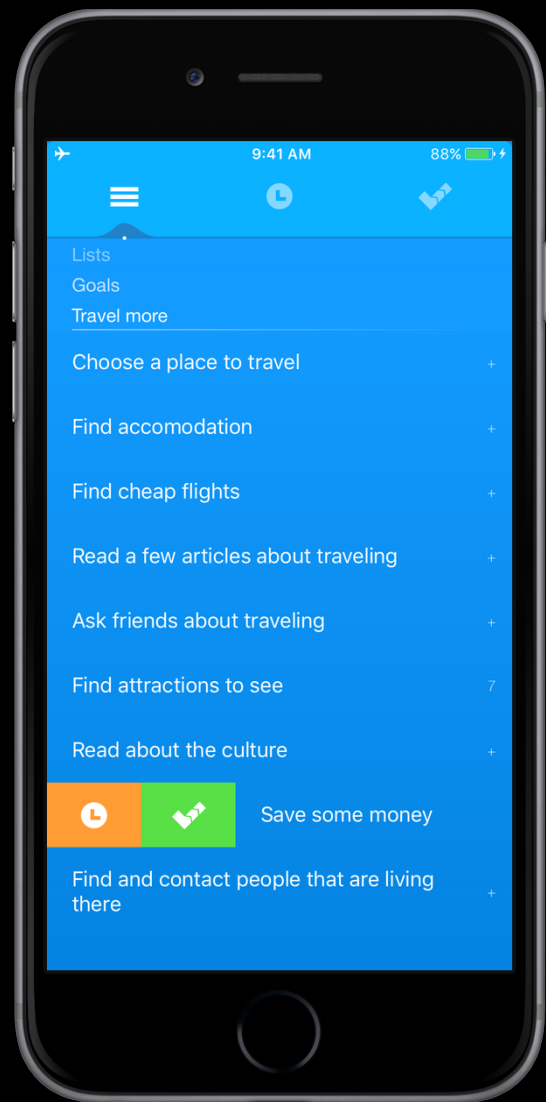


The Central European Startup Awards is a unique series of events in the CEE region. They were launched in 2014 to gather the best of the best from the CEE startup community, with the intention of recognizing and celebrating all the great achievements in the heart of Europe...

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Productivity at its best

It may sound counter-intuitive but the secret to productivity is easy: you have to take breaks. Work for 25 minutes and relax for 5. Work for 50 minutes and relax for the next 10. This is known as the Pomodoro Technique, and it guarantees your mind will never get into the low-energy mode with you getting distracted and losing your motivation to work. Find a fully customizable timer inside Proud for iPhone and Apple Watch, and know when to take a break and go back to work.



Simplicity and power of 3 tabs

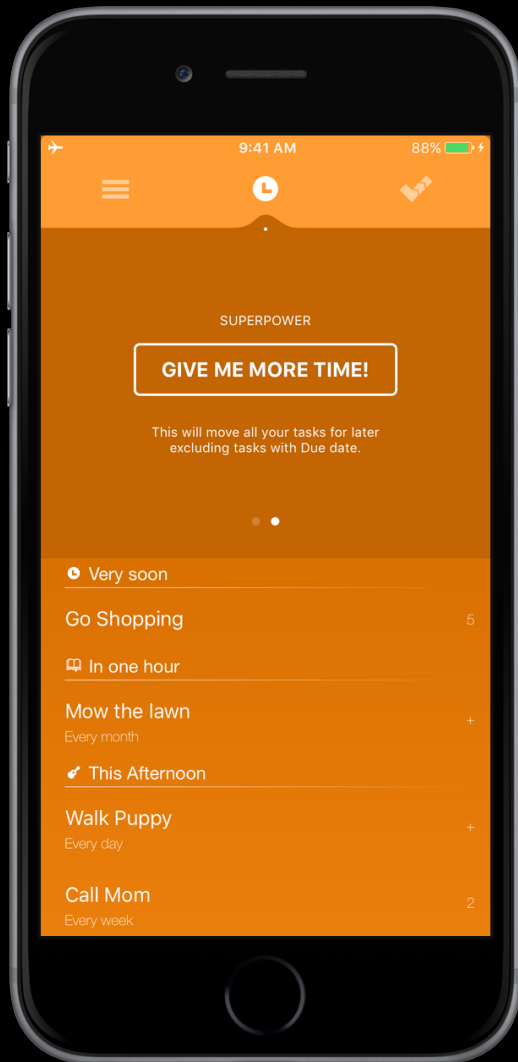
You don't have time to learn a new app, do you? We tried our best to make the simplest app while making sure it will be powerful enough to drive positive change in your life.



Superpowers, a giant step forward

Do you sometimes feel you want all your tasks to disappear for a day to give you a day off? Or do you feel your heart beating faster during

stressful situations in your life and you wished someone could calm you down? We have all been in such situations when we wished we could have a simple button that could handle all of that. Well, guess what? You have those buttons in Proud. Use them wisely!



What you'll learn

In this guide you will find a basic walkthrough of the Proud application for iPhone, iPad and Apple Watch. You'll quickly pick up how to:

- Add, remove and edit tasks
- Add reminders and habits
- Track your progress
- Use strong superpowers to make your life easier
- Follow a productive lifestyle
- Think about your time differently

Actions

Section 1

Basic actions

Learn how Proud stores your lists of things to do, how to add new tasks and reminders, and how to navigate the hierarchy of your subtasks.

Adding a task

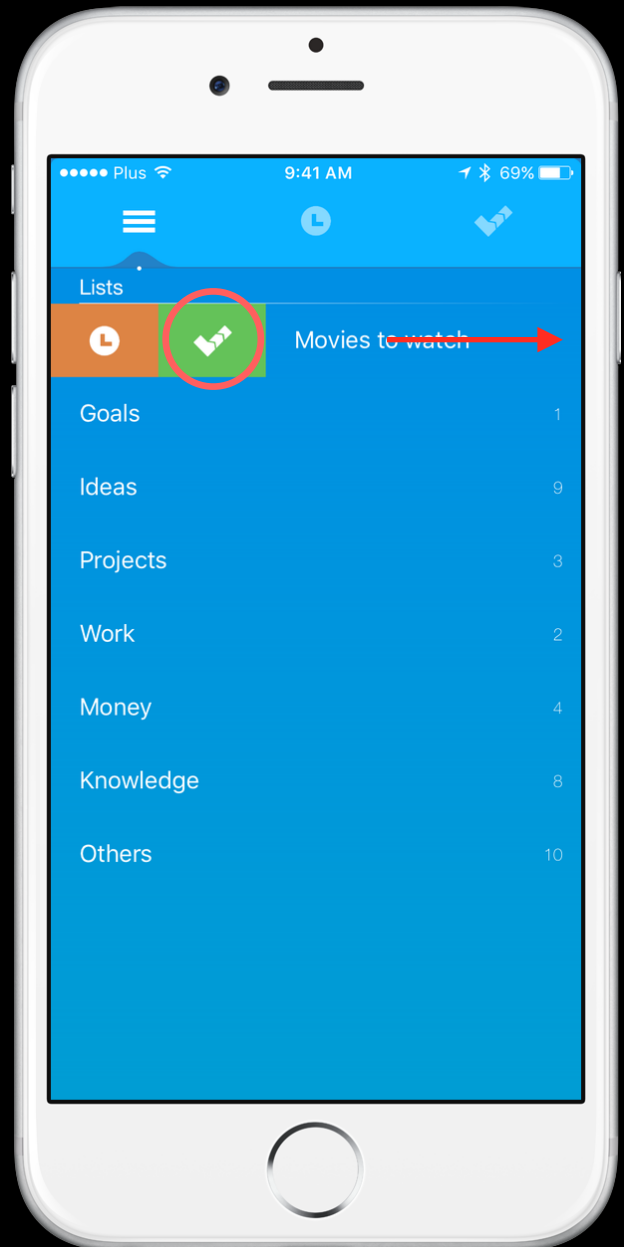
Swipe the list down to reveal a new cell you can use to add a new task. You can add tasks in any tab as well as inside any parent task.



Completing a task

Swipe the task to the right to reveal possible actions that you can perform on any task. To complete, choose the complete icon:

[complete-icon]. Once you complete a task, it will automatically move to the third tab (History). If you complete a task that is a habit, it will get copied to the third tab. An alternative is to swipe the task all the way to the right.



Adding a reminder

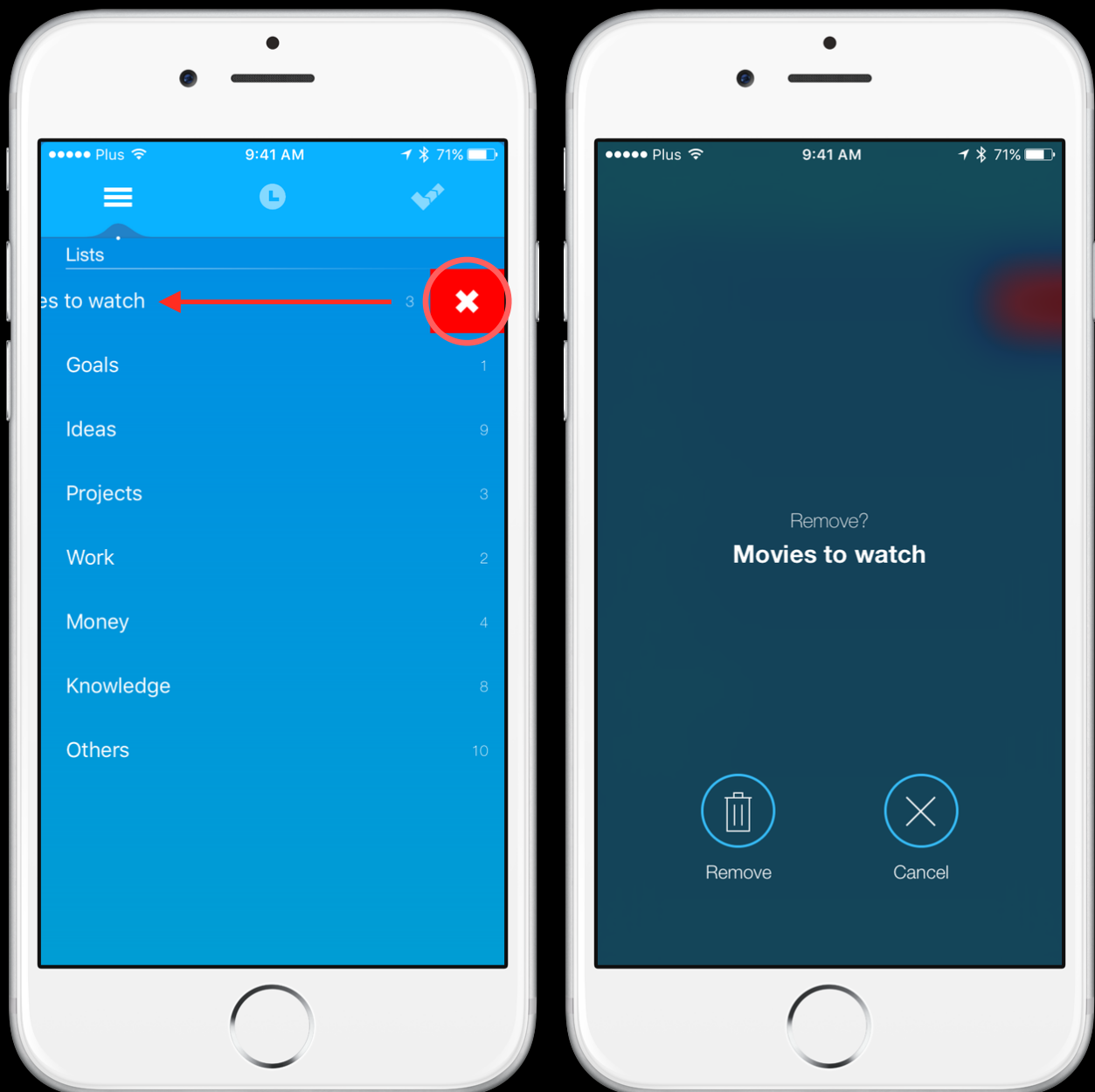
Head to the second tab (Reminders) and add a new task by swiping the list down. There is another way

to add a Reminder: add a task anywhere but before you hit Return, click the Remind! button on the right of the task's name [show remind]. Once you finish typing the task's title, the screen with scheduling options will appear.



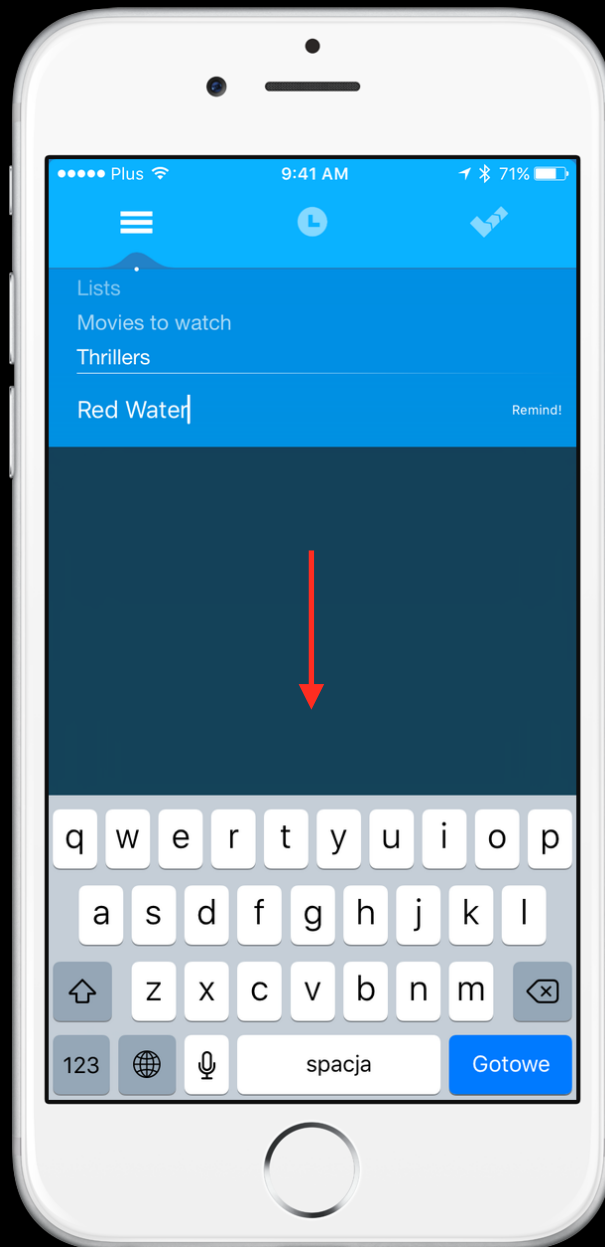
Removing a task

Swipe the task to the left to reveal the Remove action. Alternatively, swipe the task all the way to the left and the Remove action will select itself automatically. You will get a confirmation prompt before you remove a task. Tip: you can shake the device to undo any action.



Creating a subtask

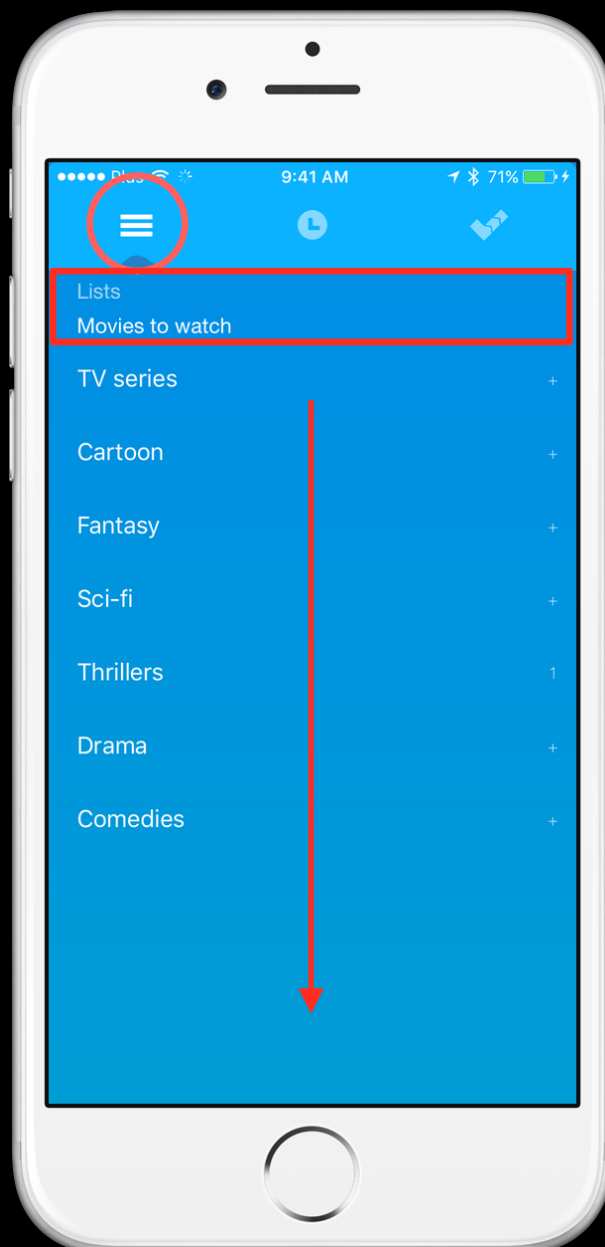
Click any task you want to break down. Once you are inside the task, add the task normally by swiping down the list.



Navigating back from subtasks

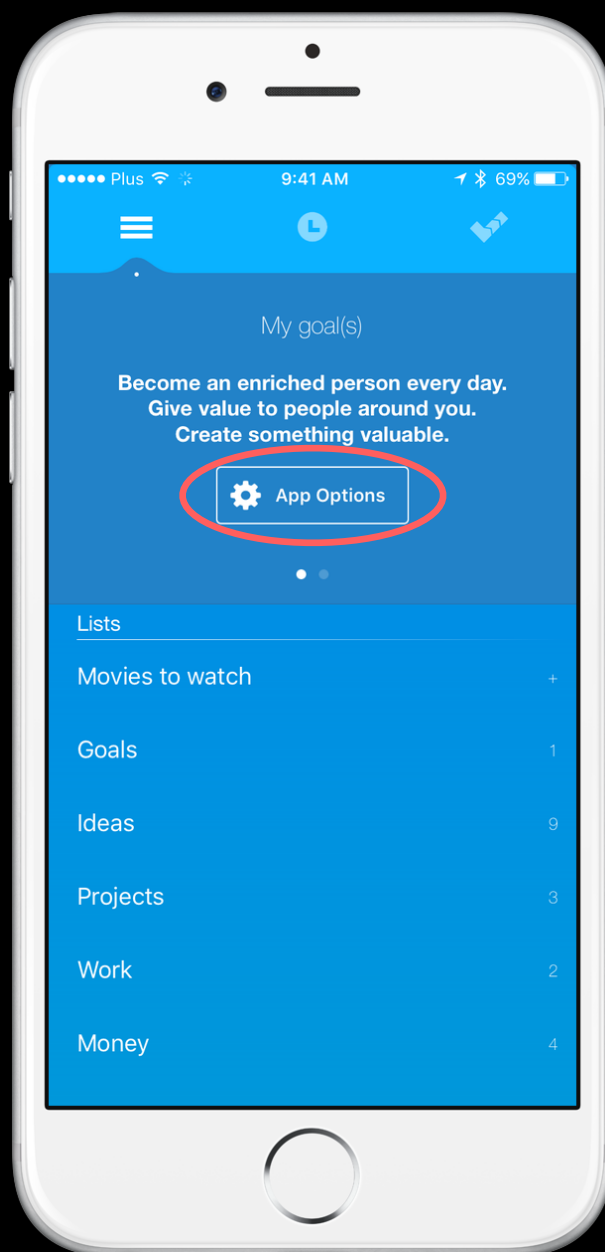
There are three ways to go up in the hierarchy:

- Click the current tab's icon
- Click the top area above the list, below the tab's icon
- Swipe down the list to the end of the screen until the list goes down



Accessing App Options

App Options are hidden inside the first tab's dashboard. To open the dashboard and access options, go up in hierarchy as much as possible until the dashboard with the App Options button appears.



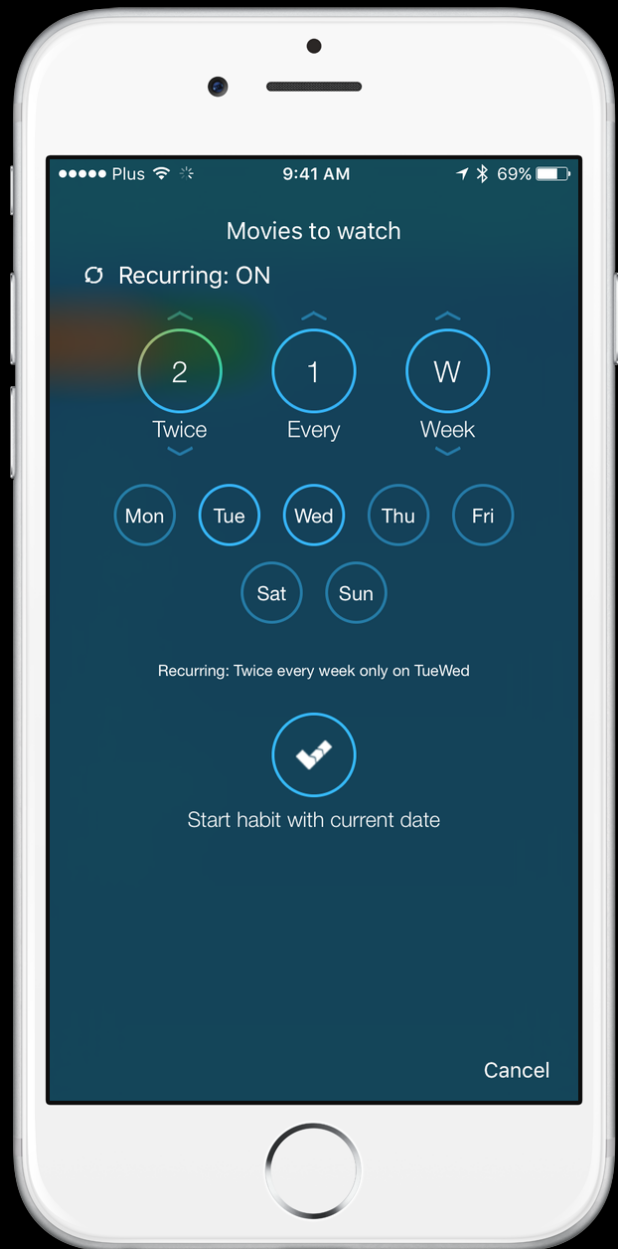
Section 2

Advanced actions

Learn how Proud allows you to plan your day with a more precise way of doing work. Add habits, start focus and relax session, reorient tasks and use useful superpowers.

Creating habits

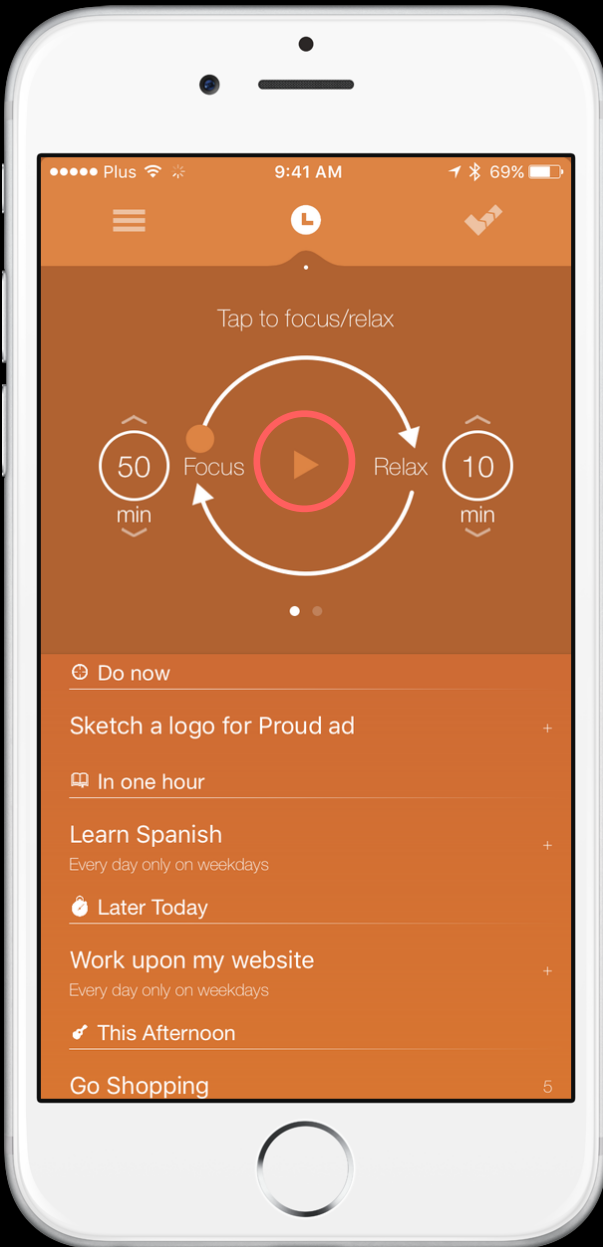
To transform a typical reminder into a habit, you have to go to the Reminders screen. You can access it by adding a new Reminder or choosing the Remind icon by swiping the task to the right. Once you have accessed the Reminders screen, tap the Recurring: OFF button to access Habit options. There you may set the task to appear twice a week, for example, only on Tuesdays and Wednesdays.



Starting a Focus/Relax session

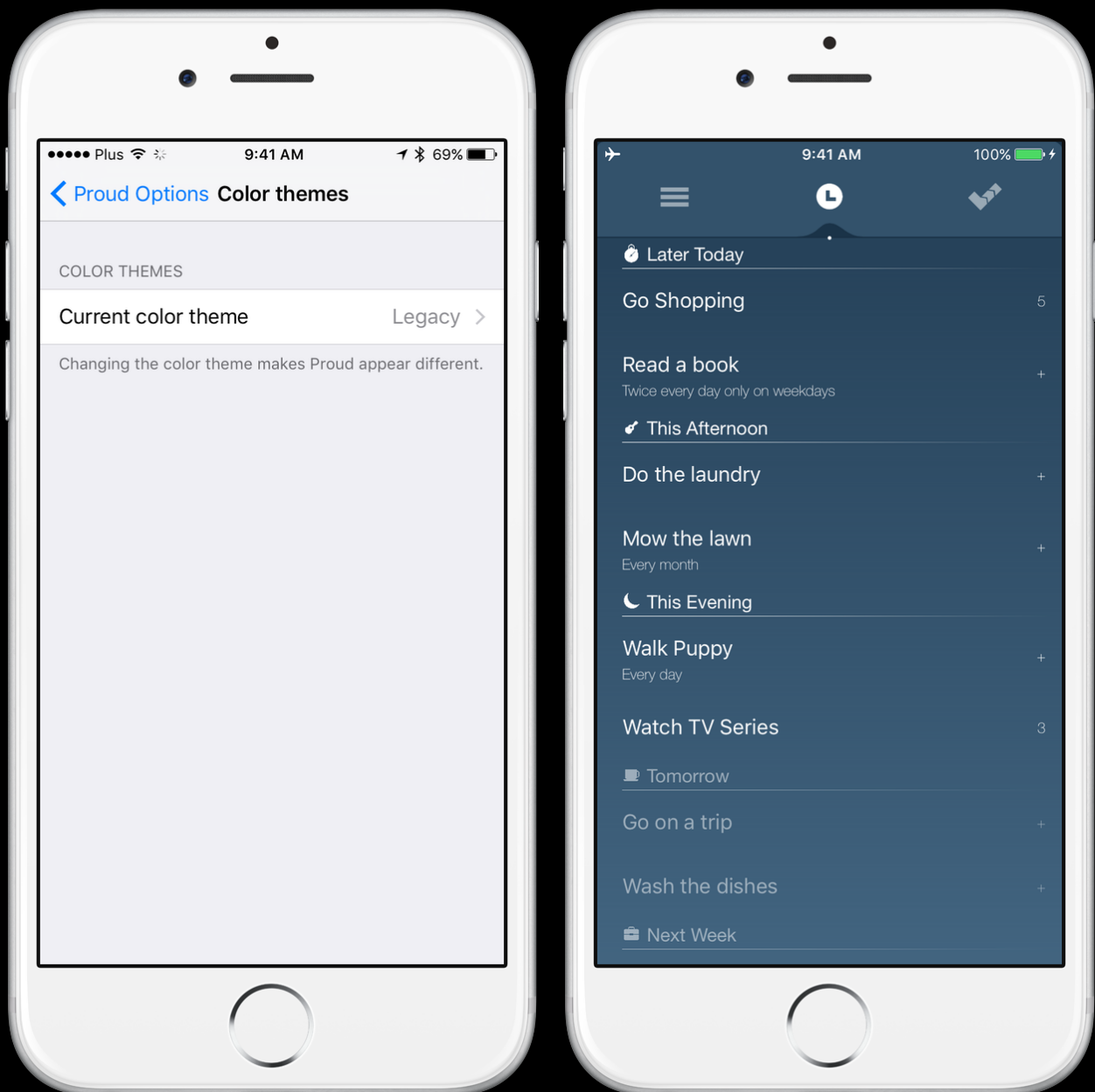
To access the Focus and Relax timer, you have to open the second tab's dashboard. You do this by navigating up in the

hierarchy as much as possible. To start a Focus timer, simply tap a play button. You can adjust Focus and Relax duration before you start the timer. You may also drag the Focus and Relax dot to start the timer with a slight delay.



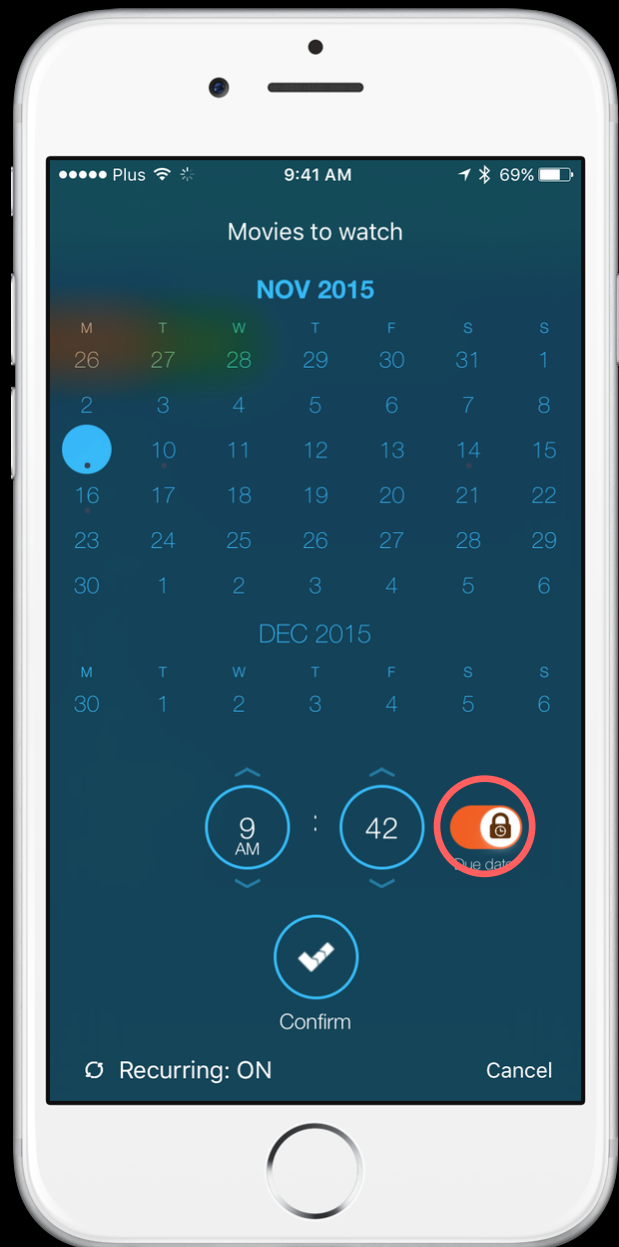
Changing app's color theme

To change the app's color theme you have to access App Options as described in previous chapters. Go to Color themes and change the Current color theme. You will see the app theme update once you exit App Options.



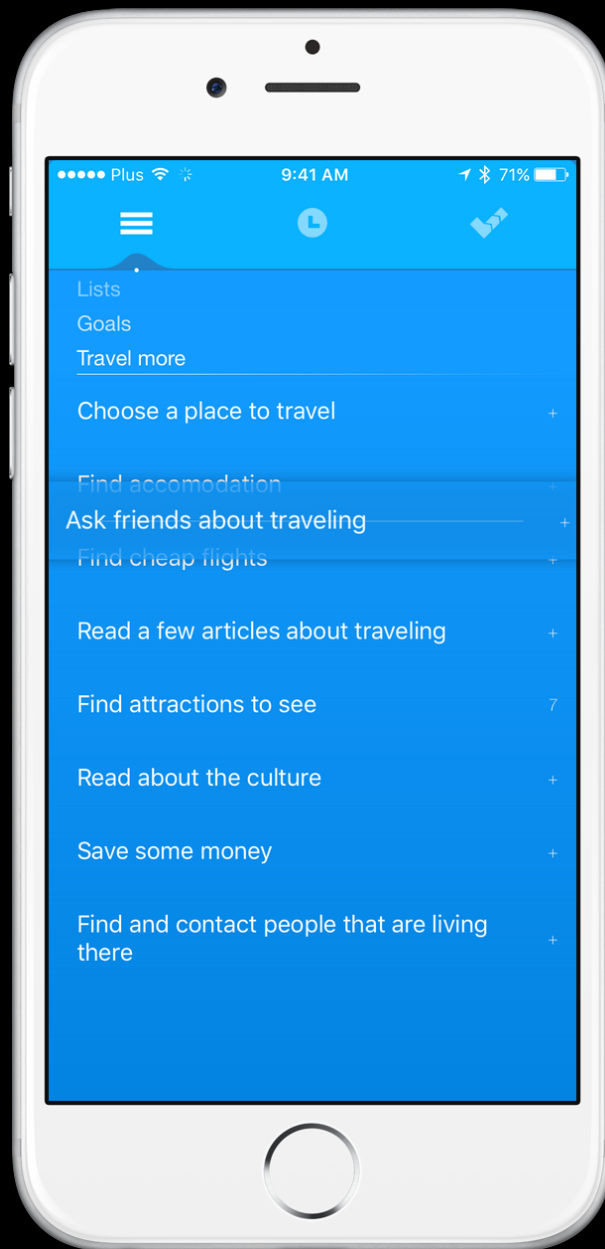
Due dates

Setting a task's due date ensures the task will never miss the date you set for it. This is very useful if you use the Give me more time superpower that can automatically move tasks forward. To set the due date, you have to access the Reminders screen as described in the creating habits section, and swipe the buttons to the right. There you will see a Due date button that locks the date of this task to make it unmovable.



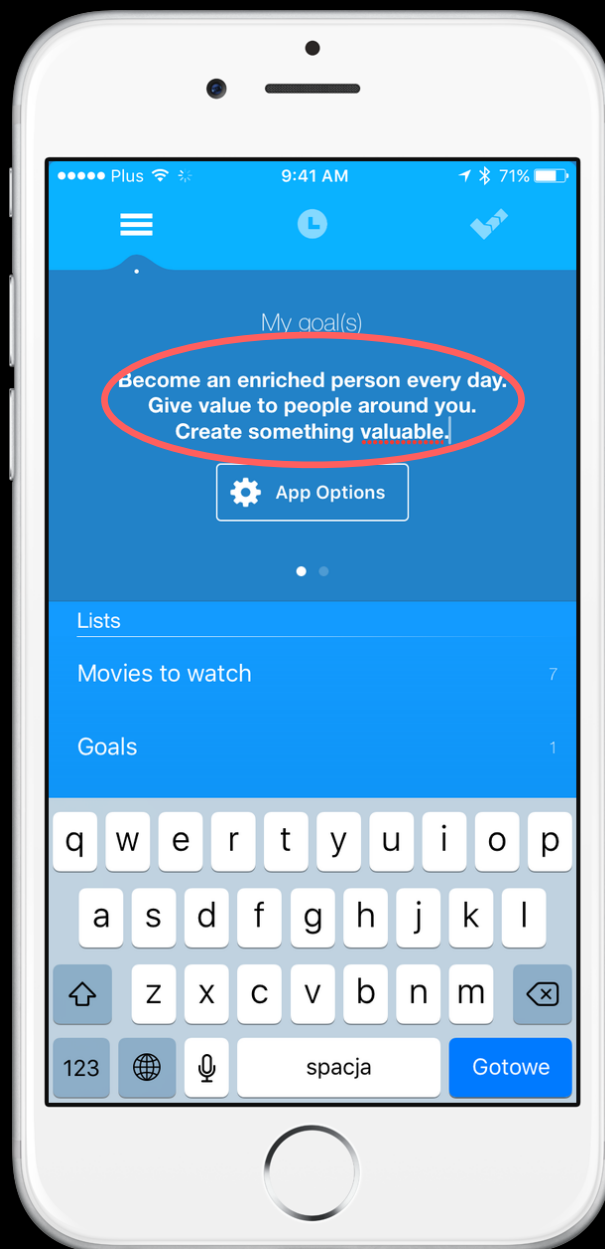
Reordering tasks

You can reorder tasks in the first tab and in any sub-parent list. To reorder a task, touch the task close to the right side of the screen and wait until the task snaps to your finger. You can reorder it within the current list, drop it to any task in the list, or go up in hierarchy by hovering the task above the list for awhile.



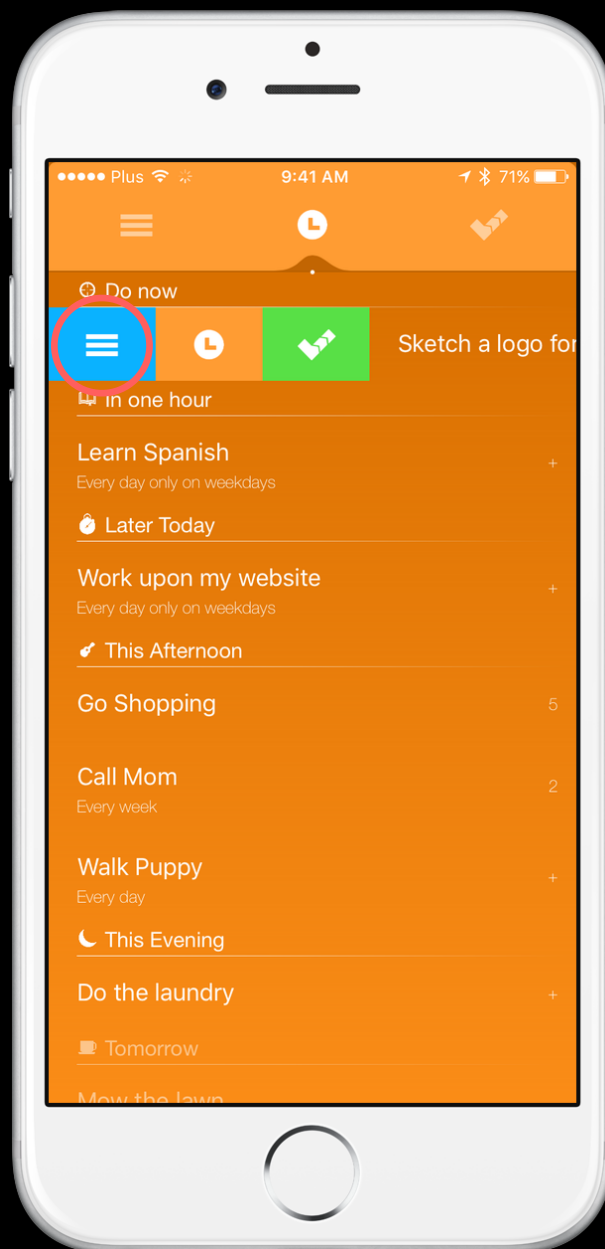
Setting your life goal

The first tab's dashboard contains a place to store your life's goal. It's great to have a separate place inside the app that you can come back to often and see if you are following your life's path. To edit the life goal, simply tap the current goal and start editing.



Moving a task back to Lists

Moving a task from the second or third tab back to the first is as simple as performing a swipe to the right action on any task and then choosing the Lists icon.



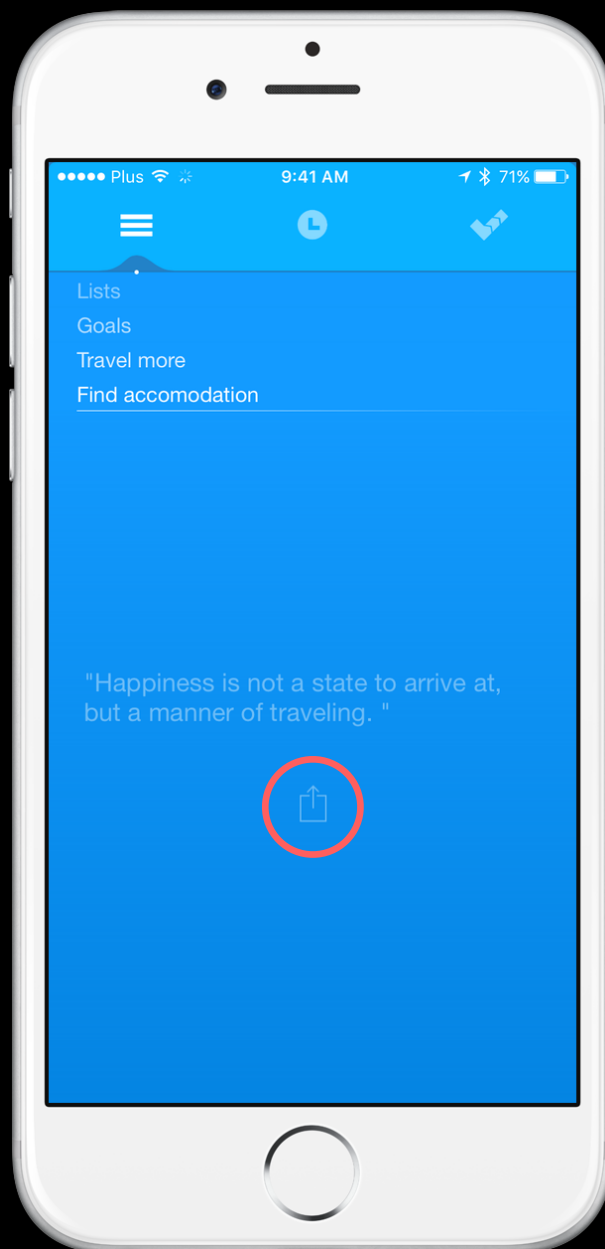
Using Dashboards

Each tab has its own dashboard. To access it, you have to go up in hierarchy as much as possible, as described in Navigating back from the subtasks section.



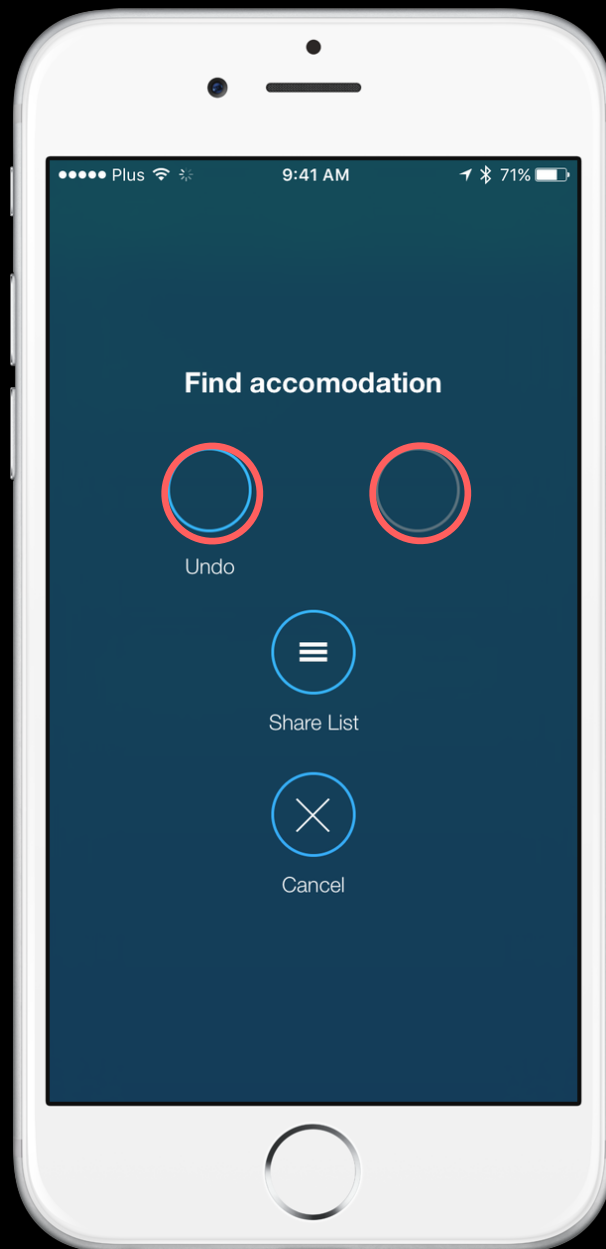
Sharing Quotes

When you open any task that doesn't have subtasks, you will see an inspirational quote. To share it, click the share button and choose your preferred sharing option.



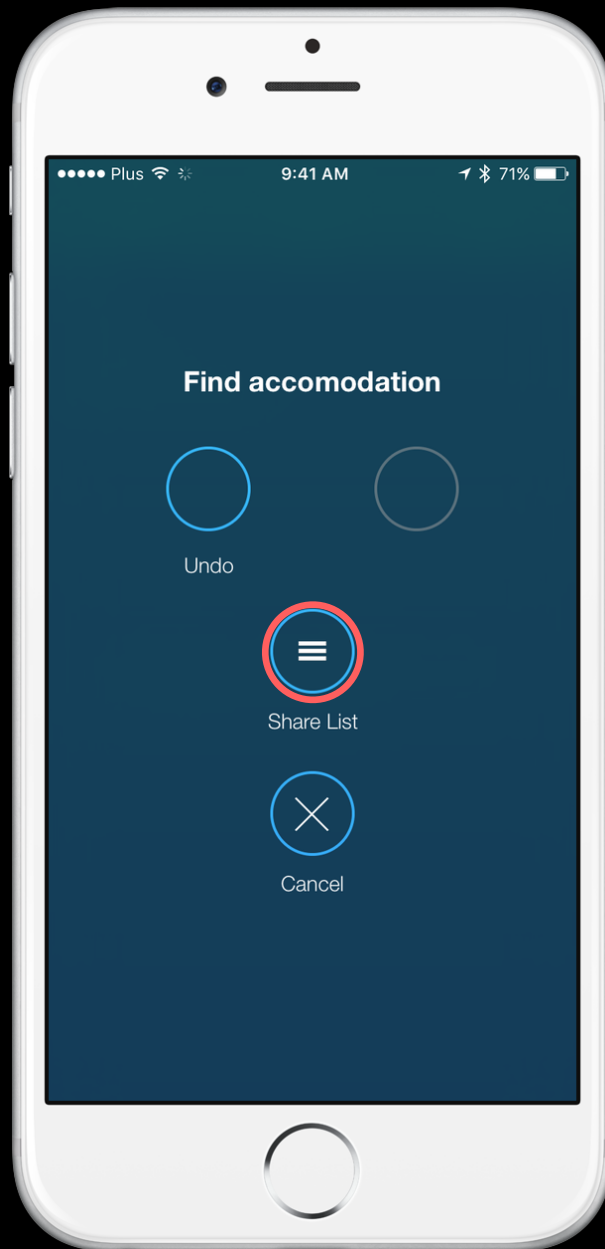
Using undo/redo

To undo or redo last actions, shake the device and choose the left or right arrow.



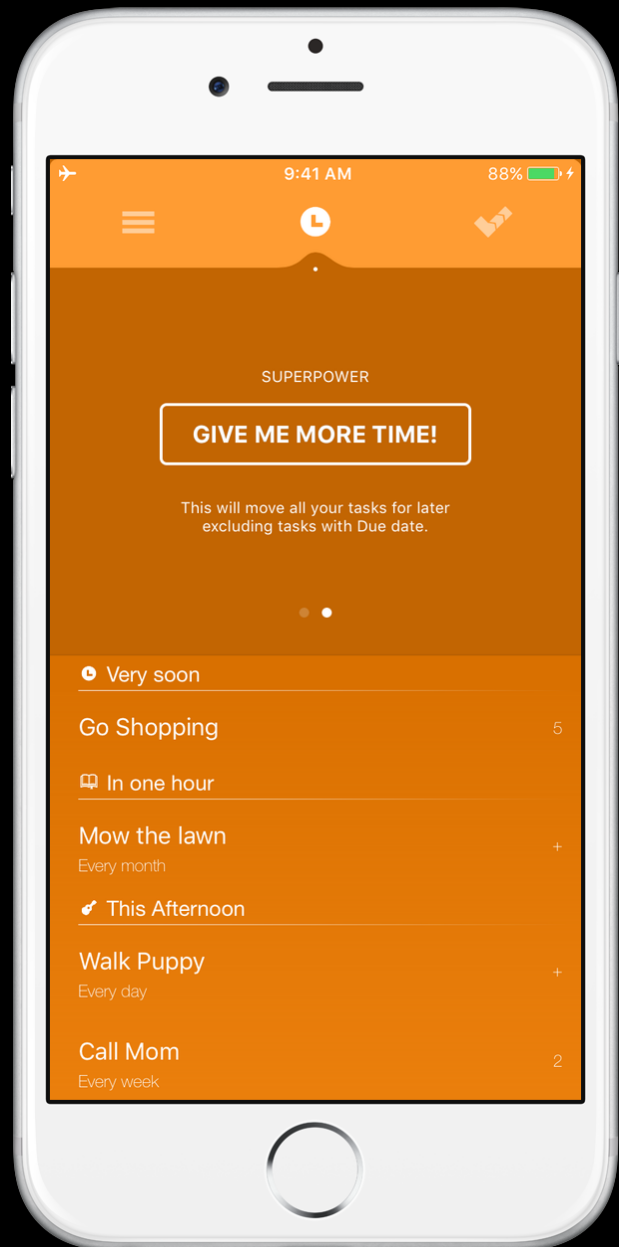
Exporting your lists

To export a current opened list, shake the device and tap the Share List button. Then choose your preferred way of exporting.



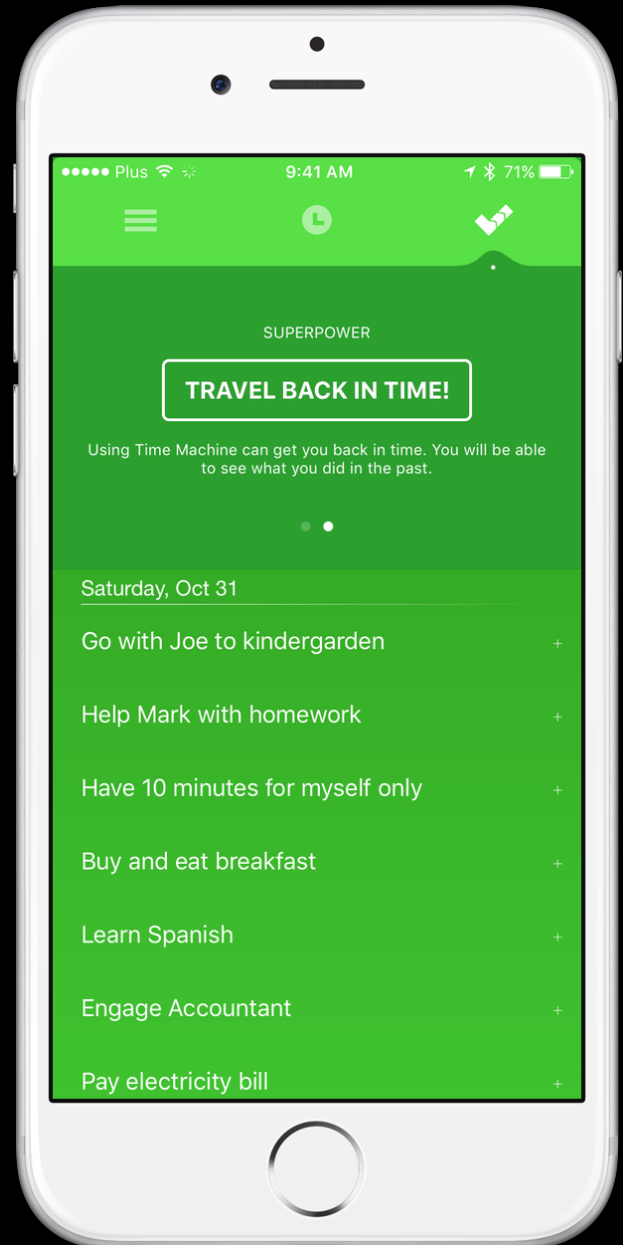
Superpower: Give me more time

When you are feeling like you want some extra time off, you can use the Give me more time superpower. To access the button, open the second tab's dashboard and swipe to the left to go to the Superpower page. Tap the GIVE ME MORE TIME! button and choose the amount of time you want to move all your tasks forward. Tip: if you enable a Due date on a task, it will remain untouched and it won't move forward. It's useful for dates that can't be moved.



Superpower: Time travel

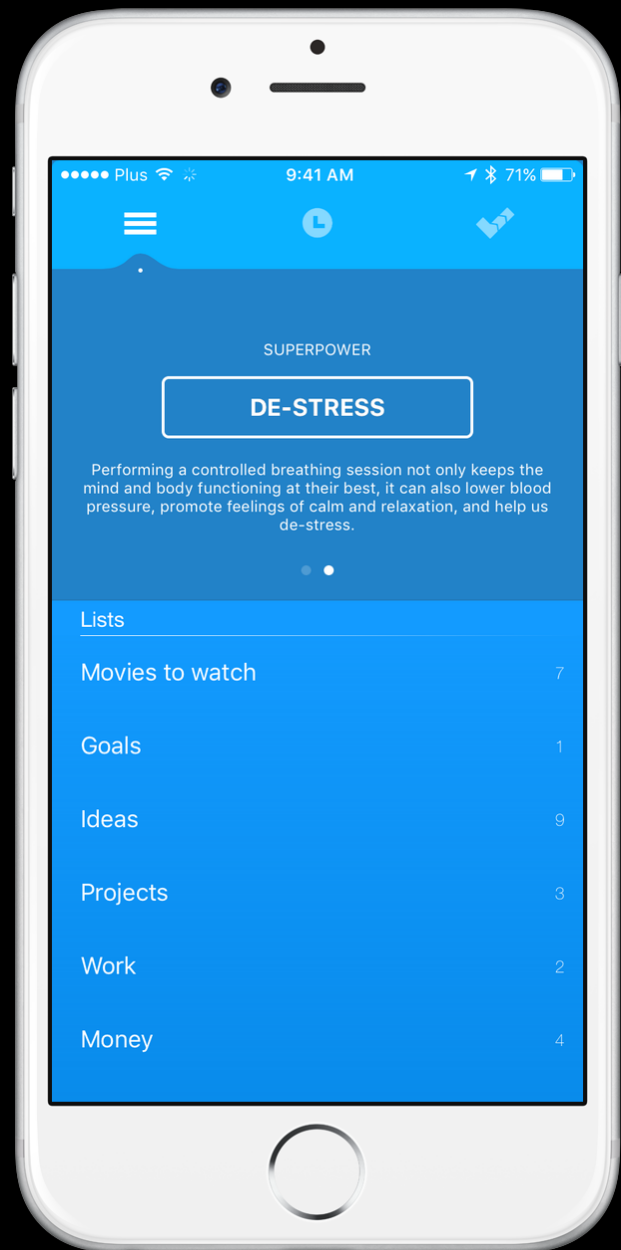
After some time using Proud, your third tab (History) will get populated with more tasks. If you wish to check what you were doing a month ago, open the third dashboard, head to the second page and tap the Travel back in time button. Then choose a period you wish to travel back to, and you can reflect on what you were doing in the past.



Time management methods

Superpower: De-stress

If you are feeling stressful and have problems with focusing your thoughts on one thing, it's useful to de-stress for a few minutes. To access the De-stress superpower, head over to the first dashboard and swipe to the left to access the second page of the dashboard with the superpower button. When you tap it, choose the de-stress breathing session duration and relax for awhile, leaving behind the distractions and interruptions in your life.



Getting Things Done (GTD)

In this current day and age, you are constantly bombarded with lots of tasks that come to you during each day. While you are writing a document, an email arrives asking you to check out the new stuff from Amazon, and your friend calls to remind you to buy a gift for a birthday party that you are both going to in the evening.

We get so overwhelmed with the volume of things to do that sometimes it can cause us anxiety, stress, or a sense of guilt when we forget to do something. We constantly run out of time, sleep poorly and follow an unhealthy lifestyle that can lead to many illnesses or even chronic diseases.

This is the main message of the book *Getting Things Done*: How can you work efficiently and with a clear head? To fully focus on your tasks, your mind needs space.

The system

With a rigorous data management system you are able to have a stress-free, relaxed and under control life, and that is what David Allen proposes in his Getting Things Done technique.

It consists of several categories:

- Projects
- Next Actions
- Waiting For
- Someday/Maybe

In Proud you have three tabs, each of them serving a different purpose. The first tab is a master list which is similar to the “Projects” category. You have unlimited freedom of writing tasks there.

Projects

Let's examine the “Projects” option. When you write “Projects” on the first tab, you can easily get inside this task and enter projects that you want to focus on. Some examples: Buy a new house, Launch Product X, Start Saving Money. Inside each Project

tab you can enter subtasks: Talk to @Mom about lending you money, Go to the bank to ask for a loan, etc. That way you can have all your projects organized simply inside one task called "Projects".

The "Waiting For" task should have subtasks related to things that you are waiting for, for example, someone on your team has to finish a task before you can proceed with other stuff. On this tab you'll enter things like: Get File X from @Sebastian, Wait for feedback from @Dan, etc. Having one place like this can give you an overview of the tasks that other people have to finish and that are important to you.

The "Someday/Maybe" task can have subtasks like: "Things to buy", "Movies to watch", "Songs to purchase", and each of them can have a list of things to buy, watch or listen to.

Next Actions

The "Next Actions" task should be treated differently, though. The second tab in Proud is a perfect tool for "Next Actions", when you work with a flat list of

things that you are going to do next. Let's say you are at work and you just remembered that you have to mow the lawn in the evening. You go to the second tab and swipe down to create a task called "Mow the lawn". When you're finished creating the task, Proud will automatically ask you when you want to do this task. You choose This Evening, and you can continue working on what you were focused on. In the evening, a gentle notification will be displayed on your iPhone reminding you to mow the lawn. Isn't this workflow beautiful?

What is Proud's third tab for?

The third tab logs everything you have already accomplished with your life. This is a perfect place to check on what you do each day of the week. With that information you can identify tasks that are draining your time and energy, or don't produce any results, or produce really bad results.

David Allen also proposes checking with your lists at least once a week. Proud has this action covered as well. With Proud you can easily follow your habits by

creating a task on the second tab. When choosing the time of the day, e.g. This Evening, you can transform the task into a habit by choosing how many times Proud should remind you about that task every day, week, month or year. That way you can make a habit: Once a Week, on Sunday Evening, you will "Check out all the lists in Proud". Isn't that great? I believe it really is.

Eat that frog

Eat That Frog! is all about overcoming procrastination and learning to manage your time. It's normal to feel drowned in work, but when you learn to "eat your frogs" – meaning do your most important tasks first – you'll work more efficiently and be happier too.

A list of goals

To start, make sure you list all your goals. The next step is to break down your goals into a series of steps you can deal with one after another. Create a category on the first tab (Lists) and add your goals into it. Among 10 goals you have, 8 will be much less important than the remaining 2 that you should give your full attention (Pareto rule).

It's been proven that having a flat list of things to do will improve your productivity by 25%. The second tab (Reminders) shows you everything you need to deal with in the early future. And having a list of completed things boosts your motivation and makes you proud. This is what the third tab is for.

Make ABCDE lists where E tasks are the least important and A tasks are top-priority. You can also make these lists on the first tab (Lists). When reviewing your lists, focus on A tasks. These are your frogs: eat those first. Focus all your willpower on completing them! For example, checking Facebook can be an E task, while applying for a new job can be your A task. Remember to break this task down into writing a great Resume, finding great job offers, for example, and doing them one small step at a time.

The master skill

Tracy suggests finding something that you are great at and others aren't. This is your master skill. Invest all of your energy into it and move into the higher skill levels. Always learn about that skill and teach others about it.

Energy at work

Always stay energized and disciplined. Eight hours of constant work will make your productivity decline. A human wears down just like a machine that's been running for too long. Make sure you sleep for at least 8 hours a day. Also, figure out at which time of the day you feel most productive and creative. Be optimistic: most of our emotions result from the way we talk to ourselves. Your thoughts create your reality.

Things to postpone

Another important thing to practice is creative procrastination: which activities you can postpone or skip. Create posterriorities: things that can be done later, or even not at all. Use the Reminders screen to postpone them for later.

Planning before bed

Before going to bed, make sure you spend 2 to 3 minutes every evening planning the tasks for the

next day. Make sure you put the most important tasks to do in the first place, and then the others.

Stephen Covey's

Four Time Management Quadrants

Covey suggests managing your time within four basic quadrants: Things that are urgent and important (1: crises and emergencies), not urgent and important (2: planning and improvement), urgent and not important (3: interruptions), not urgent and not important (4: time wasters). Basically, one should finish tasks in the first quadrant, first. The second quadrant of tasks is the next you should dealing with, however, it's much more common to prioritize the third quadrant over the second quadrant. We do urgent but not important things all the time. The fourth quadrant is the most wasteful one: long term things that aren't important should be dismissed in the first place.

In Proud

How to use the Four Quadrants technique inside Proud?

I suggest adding four main categories in the first list and populating them with the tasks you have at the

moment. Then you spend most of your time in those lists, adding reminders to the tasks you want to deal with in the near future. You add a reminder to a task by swiping the task to the right and choosing the Remind icon. That way you have your whole life organized around four quadrants and when new things come into your mind, you put them into the correct “shelf” and add reminders to deal with them quickly.

Wake up Productive

A few of the most important concepts: uncluttering your desk, science of habit, focus/relax timers, and getting rid of 80% of the stuff you have, everywhere.

Uncluttering your desk

To be able to operate successfully, you have to unclutter the workspace where you spend most of your time working. Is your desk full of unimportant items? Could you hide them from your eyes? Could you just trash them to the bin? We fear we will need most of the things that we will never use again in our life. Remove them, have your desk clean, and get into another level of thinking.

Habits

In order to succeed in your life, you have to understand and make good use of the habits in your life. If you have any habit that you want to learn or dismiss, you have to think about four important time frames. The first 3 days the habit is relatively

easy to maintain. Days 3 through 10 it becomes more difficult to persist. Days 10 through 20 it's unbelievably difficult to persist. Days 20 through 30 things are getting easier than before. Finally, in 30 or more days persisting with the habit is easy. Remember this before you start any new habit. Choose at least one habit that will improve your life, whether it's learning another language, learning how to dance, or just proceeding with your master skill. Having a master skill is something that distinguishes you from the rest, something you do better than others.

Focusing and relaxing

The focus/relax concept is something that will make your brain function at it's best. Eben suggests having 60-60-30 sessions which are: 50 minutes focus, 10 minutes relax, 50 minutes focus, 40 minutes relax with preparing a meal. You can easily achieve this way of working by using Proud's focus/relax timers that can be found in the second dashboard. Simply start working with them, and you will not believe how much more productive you are!

Getting rid of unimportant things

As mentioned previously, you could probably get rid of 80% of the items you have in your room, in the kitchen, in the bathroom, in your car, etc. Try that now and you will feel much less attached to these items. Feel the freedom of having a few items and the new joy of using them.

The art of doing less

Less doing, more living

The main concept of Ari Meisel's approach is to follow three simple rules when managing your time: optimize, automate and outsource.

Optimizing

Optimizing your work means writing down a list of small actions or the things you do every day, like going shopping or working on a new project. Then analyze them and try to find ways of saving time in these everyday tasks. With Proud it's simple: you can break down each action into a set of subtasks by simply getting into the task and starting to break it down. Each subtask can be broken down even further so you can easily identify where a problem could be.

Identify things that you never have to do. Most of the to-do lists people create are lists of the things not to do, things they will never even start. These

lists will remind you of things that do NOT need to be done.

You have to spend some time analyzing your lifestyle. What's the best hour for working? What's the best hour for waking up and going to sleep? How do you make sure you sleep the best way possible? What makes you the most productive?

Automating

Some of the processes you identified in the Optimize chapter can be automated. Ari suggests using portals like IFTT (If this then that). For example, if a new email comes to my mailbox and it contains an image, save the image to Dropbox. This might be useful if your wife sends you photos of your family and you always need to save them manually to the correct place.

Autoresponders are also a good way of automating. In Proud, the second tab is a way you can automate: you have the tasks in one list, so you don't have to edit the names and reorder the tasks all the time.

Outsourcing

You can hire a virtual assistant that will do most of the tasks you struggle with in your life. He can make an appointment with the doctor or dentist at the best time for you. That way you'll save some time for other tasks. Use [upwork.com](https://www.upwork.com) or [freelancer.com](https://www.freelancer.com) to find valuable assistants, not only for your everyday life, but even for your professional work like coding, marketing, proofreading, editing, etc.

Pomodorro timer and batching

Another concept Ari talks about is the Pomodorro technique. In Proud you have a built-in pomodorro timer on the second tab's dashboard. You simply focus for 25 minutes and then relax and distract yourself for the next 5. A good technique is to batch a few of the same tasks and do them all together. For example, it's better to wash four dishes at one time than to go to the kitchen with every plate you have in your room.

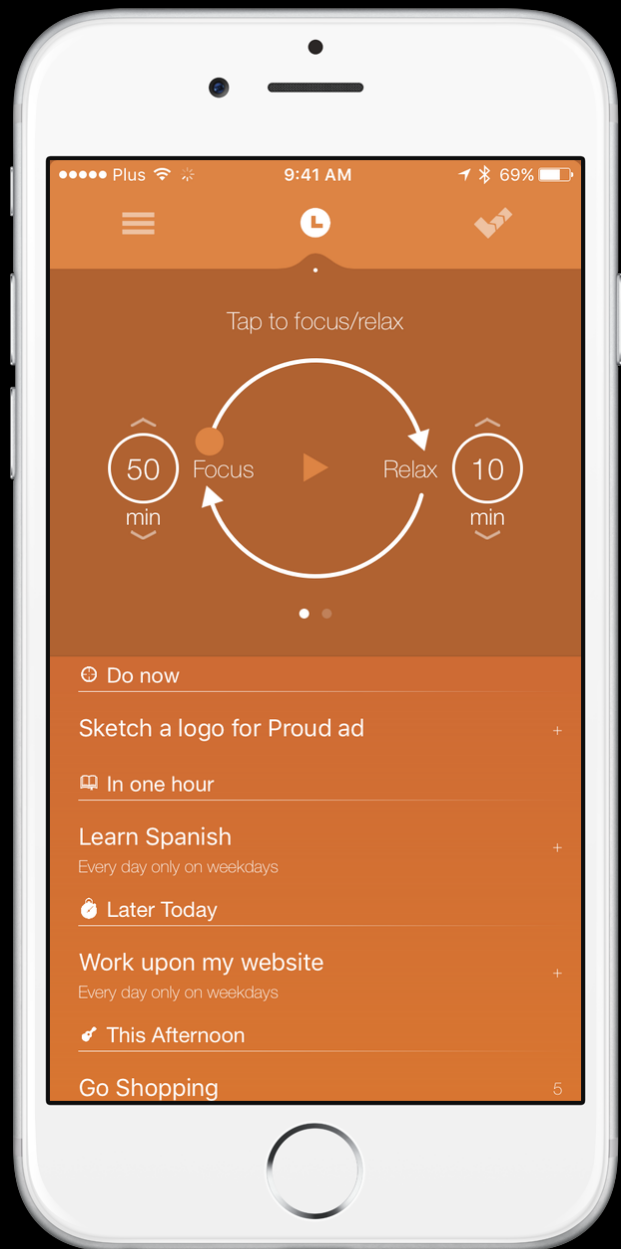
Habits

Creating new habits is easier if you stack them with already existing habits in your life. If you are learning Spanish and you want to start learning German, make sure you learn German just after Spanish. You already know how to start learning Spanish, so learning German will come easily.

Advanced productivity

Focusing on your work

When you work in a company or as a freelancer, it is vital to know how to keep your brain functioning at its best. Only then you can create and do more in the same time. The main concept to great focus is having regular breaks. When you open the dashboard on the second tab (Reminders) in Proud, you will see a very functional Focus/Relax timer, also known as the Pomodoro timer. There are two popular ways of setting it: 50 minutes focus + 10 minutes relax mode, or 25 minutes focus + 5 minutes relax mode. Try both and see which method works best for



you. When you are in the focus mode, make sure you don't interrupt your work with checking emails, Facebook or Twitter. When you are in the relax mode, make sure you check your emails, Facebook and Twitter :).

I suggest placing the phone in the charging dock and watching the timer as it goes by. After the focus period has finished, you will be presented with a "It's time to relax" screen where you can do whatever you want. I suggest moving for those 10 minutes: walking, doing some stretches or exercises, and coming back to the next 50 minutes after the break with extra energy.

Breaking down big tasks into smaller tasks

If you are faced with a very big or creative task, you can easily break it down with Proud. Just tap the task and start adding subtasks to this task. If a subtask is too big, tap it and break it down even more. The breaking down technique is a well-known recipe for success. One can achieve unbelievably huge tasks with little or no effort by simply dividing them into smaller and smaller pieces. Once you have enough small tasks, move them to the second tab by adding a Reminder to it. Plan all the subtasks for the near future and start doing them to achieve huge things!

Having daily rituals

The concept of morning rituals is something that saves tons of time when you wake up. Many times people stay in bed because they are afraid of the unknowns of the coming day. Having a constant ritual that you do every morning removes that fear and stress and starts your day immediately. The best part is if the ritual is something you enjoy very much. Here's my morning ritual that I do based on the book *The Miracle Morning* by Hal Elrod:

1. Brush my teeth and drink 0.5l of water to hydrate my body
2. Meditate for 10 minutes
3. Read my life's affirmations to remind myself about what's most important
4. Turn on Classical music, close my eyes and fantasize about success
5. Exercise for 2 minutes
6. Read for 10 minutes
7. Write a diary for 5 to 10 minutes

This exact ritual makes me feel really proud about doing so many important things even before the

day starts. It takes around 35 minutes to complete it and the results are outstanding!

Proud in your life

Section 1

Work & School

Organizing projects
Managing several projects with Proud
Taking notes from a course
Brainstorming with Proud

Coming soon!

Taking notes from a course

I suggest using the first tab for this task. Create a category: Courses, then get into it by tapping it and create a sub-category called, for example, Social Marketing. Get into the sub-category and start writing down some useful concepts you never even knew existed. If a concept is being explained further during the lecture, get into the concept and put down some sub-concepts so that your notes stay organized.

Brainstorming with Proud

Brainstorming is all about having some root concepts and then trying to operate from these. Let's try to brainstorm an idea for a good mobile game. First off, I would create a category task in the first Tab and I would call it Ideas. Then I would get into it and write a subcategory called Game ideas. Then I would start writing any ideas, good or bad, that come to my mind. When I'm done with that, possibly my mind will think more about one idea than the others. I'll get into that idea and write more concepts around the idea. When I feel I don't know anything more about it, I would go up in the hierarchy, check all the other ideas, and then try to come up with new ones or try to write sub-concepts for some existing ones.

Section 2

Home & Family

Planning tasks for the whole day

Deferring a task for tomorrow evening

Finding time for yourself

Personalizing Proud for your everyday life

Creating shopping lists to maximize your
productivity

Adding home duties

Learning languages with Proud

Tracking your savings

Capturing ideas and cleaning your brain for other
thoughts

Coming soon!

Planning tasks for the whole day

If you are just starting to use Proud, it's a good thing to learn how to plan your day. Obviously the second tab (Reminders) is all about planning your days. Try to add a few things you are sure you have to do during that day by swiping down the list and choosing the proper hour for the task. If you feel you have too many tasks for a specific day, don't try to stress yourself – just move the task to the next day or the next week. It's not a problem if you don't want to do some tasks in the same day. In the end, you are always going to have new tasks, so it's useful to learn to postpone some things for later.

Deferring a task for tomorrow evening

Deferring a task for this evening is simple: you swipe the task to the right, choose the Remind option and click the Evening button. But to defer the same task to the next day's evening, you will have to get into the Reminders screen again and then use the multi optional button. Then click the right arrow and it will change to showing days, then click the middle of the button (+1d). The task will move forward one day from the already scheduled date (this evening).

Personalizing Proud for your everyday life

Proud can be customized in many ways. You can change the app's colors, icons, labels below the top buttons, hours of day events, notifications, enabling TouchID security, iCloud synchronization, and musical options. Everything is included inside the app's options. You can access them by opening the dashboard in the first tab and then tapping the button: App Options. There you will see a lot of useful options that will allow you to customize Proud for your needs.

Section 3

Lifetime goals

Creating SMART goals for your life

Creating good goals

Adding habits

Coming soon!

Creating SMART goals for your life

When you are about to create a set of goals for your life, it's useful to know the SMART technique. Every goal that you plan should follow these 5 characteristics: Specific, Measurable, Attainable, Realistic, and Timely. For a goal to be specific it has to answer the 6 "W" questions: who, what, where, when, which, and why. Measurable is about establishing concrete criteria for measuring progress toward the attainment of each goal you set. Attainable means to have or to start having the correct attitude, abilities, skills and financial capacity to reach them. Realistic is an objective which you are both willing and able to work for. Timely means that the goal should be grounded within a time frame. With no time frame, there is no sense of urgency. Some good examples: "Join a health club and work out 3 days a week, for one year". Some bad examples: "Get in shape".

Section 4

Free time & Vacation

Proud in travel
The freedom weekend

Coming soon!

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Thank you for reading!