

"I want to capture the ideas and tasks I have to deal with in a logical correlation with each other"

Background

With 'Getting Things Done', David Allen has developed a method that makes it possible to work without stress.

In this method, all the tasks that you need to deal with are captured in a single logical, reliable system outside your own head.

The myPARM software also adopts this principle.

GTD separates tasks from deadlines. Unfinished tasks, goals, projects and duties in someone's head or in the environment around them are captured in a context-sensitive manner, and a reference is created to the object connected with them. The person appointed for the implementation of a task can be established optionally. In this case, the person responsible for the implementation is immediately informed in the background via the built-in communication system. If an optional deadline for completion is entered, the task also appears in the appointment calendar of the sender and the person responsible.



Once this information has been captured, the user can devote their attention to the more important business of completing the job in hand, without being afraid of forgetting other tasks.

An example from the everyday life of Mr. Miller

You're on the way to your office. You leave home with the intention of dealing with five little things - checking on your projects, fixing that appointment with Baker, going over the slides for the management meeting, getting the documents for tomorrow's business trip ready over lunch, and collecting a prescription from the doctor on the way home. Because you aren't senile yet, or suffering from Alzheimer's, you don't need to write this down, of course.

On the way from the garage to the office, your mobile rings. Your daughter-in-law asks you if you can pick little Louise up from the nursery today. Of course, no problem. You're just about to hang up, but your daughter-in-law isn't feeling too well today and she wants to go on talking. As you listen, you go through your list of things to do in your head again: Doctor, documents, slides, appointment, projects. But if you pick the girl up today, you'll have to rearrange your schedule for this afternoon.

OK, so: Projects, appointment, slides, doctor, rearrange schedule. What exactly do you need to discuss with Baker? And have you got your diary with you? Damn, you've forgotten it! So you'll also need to configure your online calendar to tide you over. Again: Doctor, documents, slides ... *"Are you still listening?" "Er, of course I am. What did you say?"*

An example from the strategy meeting

"Miller, what steps did we want to take to establish ourselves in South America? ... Er, what do you think?"

What is all that stuff actually doing in our consciousness all the time, if we can't use it at the moment? If we write everything down and ensure that we are reminded of it at the right time, we make space in our heads for things that need to be dealt with now, and we can forget the fear of forgetting.

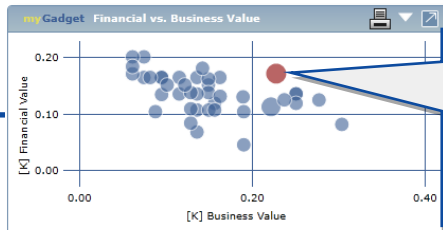
"myPARM solution"

Balanced scorecard

Name	Status	Short trend	Long trend	History	Actual value	Target value	Detailed status
Finance					105 %	100 %	
Increase company value					106 %	100 %	

Initiatives log

Name / Subject	Description	Priority	Start date	End date	Owner
PR Initiative	Improvement of Image	Medium	07.01.14	23.05.14	ALGR Grindler, Alysha
New markets	Business Development in Asia	High	25.12.13	25.10.14	ANAC Ackermann, Ar
Cost reduction	Reduction of internal costs	Medium	24.10.13	11.02.14	ALBA Biber, Alfred



Risk log

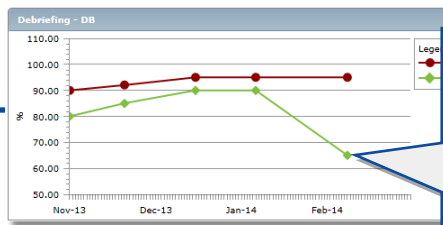
Name	Risk description	Category	Date identified	Risk/Opportunity	Impact
Knowledge missing	Expert not available	Scope	06.02.14	Risk	Critical
Scope reduction	Scope might be reduced	Time	04.12.13	Opportunity	Minor
Expert needed	External expert to be engaged	Costs	27.12.13	Risk	Moderate

Projects and early warnings

Project no.	Subproject no.	Project name	Fee	Overall	Budget
01040	01	Stanford-le-Hope	779'100 EUR		
01121	01	Thorpe St Andrew	527'100 EUR		
01145	01	Kingston upon Hull	120'000 EUR		
011455	01	St Blazey	50'000 EUR		
01416	01	Bulverde	2'163 EUR		
01495	01	Fedley	1'400'000 EUR		

Issue log

Name	Description	Date raised	Issue type	Owner	Priority
Scope unclear	The limits of scope are not defined	05.02.14	Off specification	EPW Epple, Walter	Medium
External material not ready	Supplier did not deliver details	05.02.14	Business process	MS Sommer, Martin	High
Bad mood		05.02.14			



Lessons learned log

Name / Subject	Description	Date identified	Recommendation	Author
Replacement of team	Exchange of employees caused additional costs	06.02.14	Reduce fluctuation of staff	EPW E
New machine	Implementation of new machine took too long	22.01.14	Consider in next time planning	EPW E
Cost rates	Actual cost rates different than planned	11.12.13	Consider in budgeting in possible	EPW E

Communication - mobile devices
Controlling information, logs, task management etc. are available on:

- iPad / iPhone
- Windows phone
- Android smartphones / tablets



"Get Things Done"

Further information

Do you have any questions, or would you like further information?
Mr Epple will be glad to give you personal advice and further information
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