

TASKey[®]

Shorten Your Road To Success

Make Doing Tasks Easier: Schedule Plan Check

Trial Version

Getting Started!

Three types of interactive help make TASKey easy to learn and use:

1. Right Mouse Button Help

Point the mouse pointer at what you wish to know about and then hold down the right mouse button. Help is provided in a text box on the screen. When you are finished, release the right mouse button.

2. Tutorial

To learn TASKey in detail select the Tutorial option from the Help menu and you will be able to step by step understand all the functions of TASKey.

3. On-Line Manual

To find out how TASKey works in detail, select the Contents option from the Help menu. On-line help includes key word searching capabilities.

When you start TASKey

When TASKey opens , you will see the Schedule screen. Example tasks and sub-tasks have been entered. The blacks bars show the main tasks, the grey bars show sub-tasks and the white bars show the days completed. Double click on task bars or drag bars to change time bar details.

To enter your own tasks, select Insert Task from the Schedule Menu. Type your task name and press enter. TASKey automatically places a one day bar on today's date. Double click the scale bar to see the weeks scale. Keep double clicking to cycle through months, quarters, years and back to days. Add more tasks to the schedule. Use the Shift + arrow keys to move tasks up, down, left or right.

Look through the example plans to see how you can build your own in minutes.

Options for Scheduling, Planning and Checking are given in each menu.

Three Key Screens

TASKey has three main screens:

1. Scheduling (Bar Chart Button) (Get your mind around all the tasks you are doing)

List all tasks, break large tasks down into manageable sub-tasks, place a time bar on the chart to show when the task is scheduled to be done.

2. Planning (i Button) (Plan your key tasks in more detail)

Attached to each task is a planning template that has text boxes for the key elements of a plan. Fill in the boxes in any order to create a powerful plan in minutes. (Remember to use the right button help for a quick explanation of what goes in each box). In most cases, completing the plans for the main task is sufficient. If more detail is required, then sub-task plans can be developed.

3. Checking (Q Button) (Check that your plan is workable and acceptable to the people involved)

Answer a series of questions about your plan that focus you on critical actions for success. For more information on each question, click the Book Button on the toolbar. Keep improving your plan as you answer the questions. To obtain a summary of your plan's strengths and weaknesses, click the Running Person Button. Then point the mouse arrow at each reservoir (box) to obtain feedback on how to improve the related critical action.

"TASKey is great!"

Ian Hubbard - Australian Capital Territory Government

What Is in the TASKey TRIAL Version?

TASKey TRIAL is the full version of **TASKey** including the full on-line tutorial (Menu "Help" - Tutorial) with the saving capability disabled. In addition, the following adjustments have been made:

- a. The leader and member checklists (41 questions) that show the strengths and weaknesses of a plan and advice on actions to enhance your success are not provided.
- b. The share capability (ability to easily share tasks between schedules) has been disabled.
- c. For the check plan checklist, explanations and advice have been deleted for questions 9 to 19.

TASKey is now being used by many government departments, small, medium and large businesses plus a wide variety of individuals. Don't work the hard way any longer. Join the many people who have been amazed at how **TASKey** cuts the time, cost and effort required to work successfully.

SEE your LOCAL RESELLER or CALL PSL on
01270 613014 to purchase your FULL COPY of **TASKey**.

A FULL copy includes:

- a. **TASKey** for WINDOWS.

- b. TASKey Manual and Tutorial
- c. On-line Manual and Tutorial
- d. Check Plan checklist (full version complete with all explanations and interactive advice)
- e. Additional checklists - Leader (Checking), Leader (Doing), Leader (Reviewing), Member (Checking), Member (Doing), Member (Reviewing).
Leader and Member checklists show a leader or team member their strengths and weaknesses, plus provide advice on actions to enhance success.

"Simply Effective. That about sums it up. TASKey does not have glitzy charts or dazzling graphics capabilities. It does not include ten thousand ways to view your data. What it does is allow you to work the way you would, faster and better with less uncertainty."

Daniel Long
Asia Computer Weekly

***TASKey is Your KEY to Task SUCCESS
TASKey Is Only £225!***

**SEE your LOCAL RESELLER or CALL PSL on 01270 613014
to purchase a FULL COPY of TASKey**

UK Distributor: Paladin Systems Ltd (PSL)
Tel: 1270 613014
Fax: 1270 780404
Email: 100142.530@compuserve.com
See "Where To Buy Your TASKey" (MS-Write File)

**Don't Miss Our Special Introductory Offer
See "TASKey PERSONAL Only £49" (MS-Write File).
Offer Ends 15th November 1995.**

Thank you for trying TASKey.