Getting Started with Hightrack

QUICK GUIDE

QUICK CHEAT SHEET

Add tasks or events: just press <Enter> on your keyboard and start typing.

Inbox: use it to add your tasks and review them later when you have more time.

Dock & Sidebar: add your shortcuts and lists, and reorder them the way you like.

Focusbar: helps you browse sections, and filter tasks and events using tags.

Quick Panel: click on any task title to reveal it (it works with multiple selection too).

Multiple selection: press <Shift> + click to select more than one task or tag at once.

Program: create repeating tasks, or schedule them to start in the future.

Tracks: smart workspaces that allow you to get more focus and work better.

FIRST STEPS

The Welcome screen is the best place to take your first steps in Hightrack. It includes some useful options to get you started.

The **Welcome Tour** will guide you through the main apps and features of Hightrack: Tasks, Calendar, Tracks, basic operations, keyboard shortcuts... This will give you an overall view of the whole app.

If you choose to load the sample lists, Hightrack will create two 'dummy lists' for you with how-tos, tips and tricks, and step-by-step directions to discover basic and advanced operations in Tasks.

i You may want to leave the 'Show Quick Tips' checkbox ticked, since it will display helpful tips and contextual information that will help you learn the app more quickly.

DEFAULT TASK LISTS

In Tasks, Hightrack includes two built-in task lists that you can't delete. These are 'Inbox' and 'All Tasks'.

Think of the **Inbox** as a pocket where you can quickly put your new tasks. It's the perfect place to add your tasks when you're in hurry (and don't want to fill in all the details), or when you're not ready to decide on your tasks.
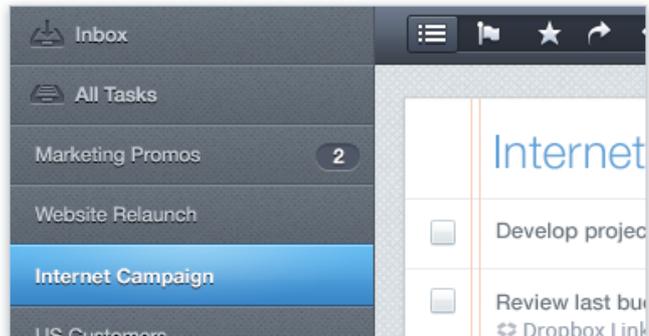
All Tasks is a kind of 'smart list' where you can find all active tasks from all of your lists in one single (long) list. Don't worry, they're not mixed up, but sorted and perfectly grouped by lists.

ADDING TASKS

After creating your first list, you'll probably want to start adding your tasks. You have two ways to do this:

a) By clicking on the [+] button, on the top right corner of the screen.
b) By pressing `<Enter>` on your keyboard.

Using this keyboard shortcut is by far the most productive way of adding tasks. Just hit `<Enter>`, type the title of your task, and hit `<Enter>` again to save it. It's super fast.

By the way, you can use the same keyboard shortcut for creating events on your Calendar. So unless your mouse pointer is already over the 'Add' button, you will always go with the shortcut.

> If you want to add several tasks in a row, just press `<Shift>` and `<Enter>` on your keyboard when saving a task. This will immediately save the current task and clear the window to add a new one. Very handy!

MAIN TASK SECTIONS

Tasks has five sections that you can access with the view selector at the top left corner of the main screen.

▸ Active tasks: the default list of tasks you can do at any time.

▸ Due-Dated tasks: includes the tasks you have set a deadline for.

▸ Starred tasks: important tasks that you've marked with a star.

▸ Programmed tasks: includes both recurring tasks and those that you've scheduled to start in the future.

▸ Completed tasks: displays a chronological account of all the tasks you've done in the last 30 days.

ORGANIZE WITH TAGS

You can add **tags** both to your tasks and events. Adding tags is optional, of course, but it gives you more room to improve and tweak your organization. You can have a handful of common tags for everyday tasks, and also some 'disposable' tags you use on a specific occasion, or for one task list in particular.

active   starred   completed   view mode

due-dated programmed   tag list

home   office   email
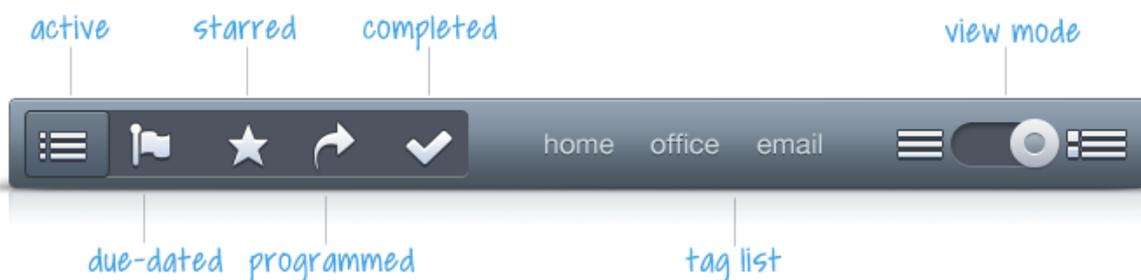
All your tags are placed on the **Focusbar**, right at the top of the screen. As soon as you add a new tag to any task or event, it will immediately appear right there.

Filtering your tasks and events couldn't be easier. Just click on any tag and you get a filtered view of your task list or calendar. You can select multiple tags at the same time to make a wider filter. Just press `<Shift>` on your keyboard and click two or more tags. If you click on them again, you will unselect them.

> Before creating tags like crazy, just take 5 minutes to draw a smart structure for the sake of organization. Tags are great, but don't overdo it. Less is more.

DISCOVER KEY PARTS

The **Dock** will soon become one of your favorite corners. It's always visible and it helps you jump between the three main apps, and your own shortcuts, too. That's right, you can add any task list, track or calendar to the Dock for quicker access. Just drag them from the Sidebar and drop them where you want. You can also reorder them any way you like.

The **Sidebar** is where your task lists, tracks and calendars are placed. Although you can collapse it to have more room to work, it's always a good idea to have it handy so you can rearrange your lists and tracks the way you want.

> Put your favorite task lists or tracks on the top of the Sidebar, so you will have them at a glance to move and organize your stuff easily.

In Tasks you can enjoy two different views for your lists: the Simple view and the Zoom view. Using the switcher on the Focusbar you can quickly alternate between both views, showing and hiding information with one click.

- ▸ The **Simple view** is the default one. It's a very clean and easy-to-read layout with all the key information: task title, description and due dates. That's all.

- ▸ The **Zoom view** shows all task details, including tags, estimated time or energy, repeating options or scheduled day.

BEYOND THE BASICS

QUICK ACTIONS.

At any time, you can edit any task by double clicking on it. But there's a quicker alternative when performing certain operations: using the **Quick Actions** panel. Just click on the task name and a small pop-up will appear. This panel includes some frequent options, like setting a deadline for today or tomorrow, or even deleting the task.
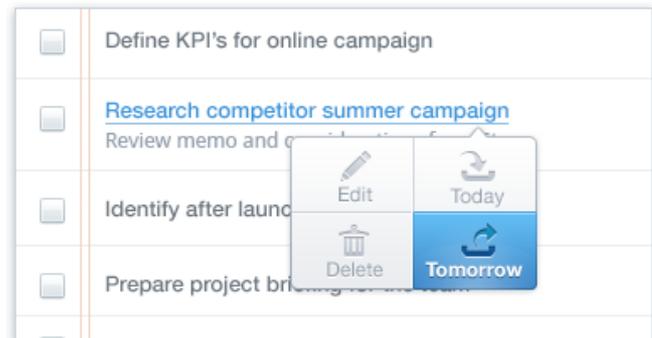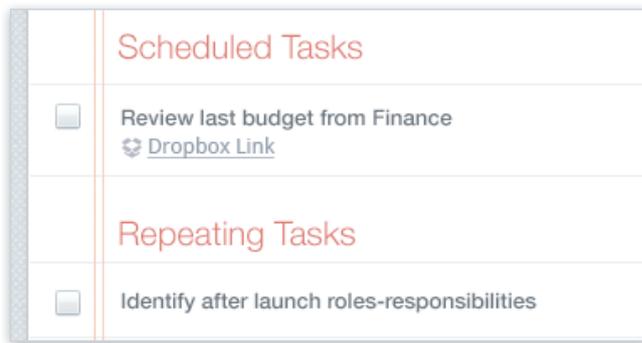
But this feature gets even better, because you can select multiple tasks at once and perform bulk actions using this panel. To make a multiple selection just press `<Shift>` on the keyboard while clicking on the tasks you want to modify. Then click on any task title to display the panel and choose one action. The one you choose will be applied to all selected tasks. Very handy!

NESTED TASKS.

Nested tasks or 'subtasks' are a great way to get organized. They let you create task families and plan sequential actions, because sometimes before finishing one task you need to complete other steps or actions. Don't create a task list for this—just add your main task and the rest of the actions. Then select them, drag and drop them over the main task and you're good to go.

PROGRAMMED TASKS.

With Hightrack you can program tasks for the future. You can do this in two different ways: by creating repeating tasks or scheduling them to start in the future.

Scheduled Tasks

☐ Review last budget from Finance
  ⟳ Dropbox Link

Repeating Tasks

☐ Identify after launch roles-responsibilities

Set a **recurring period** for those actions you have to repeat every day, workday, week, month, quarter or year. Every time you create a repeating task, it goes to the 'Programmed Tasks' section (this will be 'the series'), and a single instance of the task will appear on 'Active Tasks' every time you have to finish that action.

Setting a **start date** gives you the chance to create 'sleeping tasks' and program them for the future. Let's say you want to do something in three months. You may want to create that task right away but not have it in the middle of everything bothering you. Just set a start date and it will be 'sleeping' until the designated day, when it will appear on 'Active Tasks'. Very handy!

TRACKS: WORKING SMARTER

While Tasks is the place where you add and organize your tasks, and Calendar is where you have your schedule, Tracks is the place where the smart work happens.

Tracks are smart workspaces that allow you to get more focus and work more easily. Hightrack includes four preloaded tracks for different situations. Two of those tracks will soon become your favorite destination when planning and getting things done.

All tracks need tasks and events to work. That's why before you can take advantage of them it's essential that you add your tasks and events first.
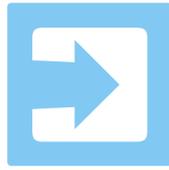
UPCOMING TRACK

The Upcoming track shows your **activity for the next five days**. In the timeline you'll find a snapshot of your scheduled tasks and the number of hours blocked out for each day's events. And in the details of each day you'll be able to see in more depth what tasks and events lie ahead. This track is ideal for planning at the end of the day or on Sunday evening.

With the Upcoming track you can both preview and get ready. This isn't just for the sake of having that information; it also gives you the chance to fine-tune your plan, move tasks between days and balance your work load for better results.

By using the visual timeline you can get a snapshot of the number of tasks due over the next few days, including those you starred as favorites. You'll also know the number of hours already blocked out by events, so you can get a picture of how busy your next few days will be.

By clicking on any given day you can dive into the details and get a clear view of all upcoming tasks and events for that day. For smarter planning, you can quickly move a task to another day by simply dragging and dropping on the timeline. Very handy!

TODAY TRACK

Today track will soon become your favorite place for focusing and getting things done. It shows all the things **you have to do today** in a clean, clear space. It brings together all the tasks that are due today, as well as all the events and appointments that take place today. This track is perfect to start the day with.

By default, tasks are shown by threes so you won't be distracted by all actions. Tasks are shown using the same list order you have on your Sidebar, but the starred ones have priority. So if you mark one card (task) as favorite, it will immediately go to the first position.

> Use the Upcoming track to preview your tasks and mark your 3 MITs (Most Important Tasks) with a star. The next day they will appear all together on the first row of Today. Focusing on those tasks will give your more results.

All cards (tasks) include all details at a glance so you don't have to worry about clicking in different places. Everything here is about getting things done.

Today includes a task counter showing two numbers: on the left, all the tasks due today; on the right, the ones you completed during the day. If you want to know how you're doing today, just check how many tasks you've finished so far.

FOCUS TRACK

The concentration track allows you to complete tasks by focusing on just one criterion and a group of elements that you want to work on for the following few minutes. It's perfect for eliminating "noise" and getting focused more easily.

The way it works is simple. The first step is to choose what you want to focus on: lists, tags or contexts, special tasks (favorites or those that have a deadline), energy or time. Then, choose the elements you want to work on. From then on, that's all you'll see. The tasks you want to work on will appear as cards, and all you have to do is start and finish them.

REPORT TRACK

With this track you can analyze how many and what tracks you've finished in the last few days, and also which ones you've delayed and which ones you still have to do. The Report track is like a snapshot of how you've been working over the last few days.

With these statistics and the details from each day, you'll be able to keep better track of your projects, detect bottlenecks in the way you work (for example, by identifying tasks you're consistently late with, or days when you make less progress), or evaluate your output over the previous weeks.

Looking back over how you've worked in the past is one of the most powerful habits of personal productivity, and the Report track makes it that much easier.

Use the Report track at the end of the day and on Fridays to check how the day or week went. Before planning your tasks for the next few days, analyze how you've been doing up to now and you'll be able to fine tune the way you work.

EXPLORE AND ENJOY!
We didn't want to write a long and boring guide but a brief introduction to get you started quickly. Hightrack has other cool features and certainly many creative uses to help you achieve more, but we know you love to explore and learn by yourself.

THANK YOU for your time!
The Hightrack Team