tasks research

-brief overview:

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[web research]

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If a picture is worth 1000 words, a prototype is worth 1000 meetings.
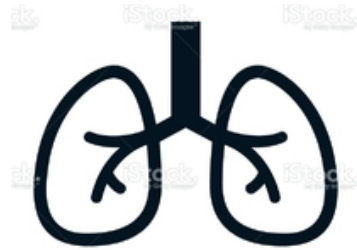~Tom & David Kelley,
Creative Brothers at IDEO
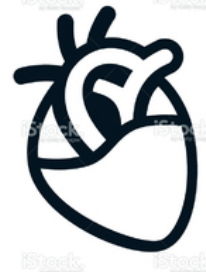
IBM Smarter Planet
Design Studio

The Prioritizer   The Planner   The Arranger   The Visualizer

what   **how**   **who**   **why**

what

logical
analytical
fact-based
critical
realistic

behavior

- always defer to logical, analytical, fact-based, critical, and realistic thinking to increase their efficiency, they will time how long it takes to complete certain tasks in order to more accurately plan their days and weeks

- never met a goal they did not like and applies a laser-like focus to ensure they accomplishes their goals

- so focused on execution that they doesn't spend much time or energy on how it is completed

- tendency to be controlling and rigid, and may be known in the office for their drive and competitiveness

- hate chit-chat, missing data, or oversharing of anything personal. Their emails often are only a few sentences or if possible, just a few letters

team contributions

- analyzing data

- critical analysis and logical problem solving

- goal orientation, consistency, and decisiveness

productivity tools (low tech)

- 42Goals: Tracks your daily goals and keeps a log of your daily activities.

- Daytum: Helps you collect, categorize, and communicate any and all of your data.

- Moosti: A timer-tool based on the Pomodoro Technique.

- Witty Parrott: Enables you to create snippets of content once and then seamlessly reuse or share them.

- Wunderlist: Tracks and reminds you of your to-dos.

- Classic low-tech tools, like legal pads and a label maker.
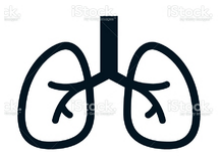
working with

If you're working with a Prioritizer, answer their "What" questions up front. Lead the conversation with an answer to "What's the data? What is the outcome?" and other "What" questions they may have.

how

organized
sequential
planned
detailed

behavior

- thrives on organized, sequential, planned, and detailed thinking

- at first glance he may appear as a Prioritizer, the Planner will immerse themselves in the details of a project, while the Prioritizer focuses on only the details that help him complete the project quickly and accurately

- never met a calendar or project-planning tool that he did not like and thrives on schedules and action plans, and is known for his timely follow-ups

- not known for spontaneity, and in fact has missed opportunities due to his resistance to deviate from plans

- been known to write something on his to-do list that has already been completed, just so he can cross it off

- wants you to get to the point; he'll read the fine print himself later and hates attending a meeting without an agenda

- emails are detailed, often including bullet points and clearly stated next-action steps

working with

If you're working with a Planner, the question becomes "How?" "How has this been done in the past? How are we going to do it?" These questions are focused on the process of how the project will be completed.

team contributions

- action orientation and practicality

- finding overlooked flaws in plans or processes

- organizing and maintaining data and project plans

productivity tools (low tech)

- Toodledo: Lets you make custom lists, create structured outlines, and view tasks on a calendar.

- HabitForge: A habit-forming tool designed around accountability that includes daily check-ins and progress reports.

- Agendas: Creates interactive agendas and broadcasts them to iPad users.

- Objectiveli: Manages and track goals in real time.

- Low-tech tools like label makers, file folders, filing cabinets, drawer organizers, pen holders, and other office organizational supplies.

who

supportive
expressive
emotional

behavior

- prefers supportive, expressive, and emotional thinking

- is the ultimate team player and excels at partnering with colleagues to get work done and is a natural communicator and deftly facilitates project meetings

- intuitive people who can discern the undercurrent of what's going on in a situation and course-correct if necessary, and hates when people lack that personal touch or rely too heavily on data or facts

- highly visual list makers, need the right tools to get work done.

- may have a specific pen he always uses, and regular notebook paper just won't cut it

- are talkers; they love stories, eye-to-eye contact, expressing concern for others, and asking questions about the way a project or task helps others

- have been known to need a personal chat budget,, and have to avoid adding one more person to the cc: line on their email

working with

An Arranger is concerned with the "Who?" questions. "Who are the key stakeholders? Who will be impacted by the project?" Answer these questions for the Arranger and they'll be more receptive to your comments.

team contributions

- anticipating how others will feel and understanding their underlying emotions

- facilitating team interaction

- persuading and selling ideas

productivity tools (kinesthetic)

- focus@will: A neuroscience-based music service that helps you focus and retain information.

- stickK: A habit forming tool that focuses on incentives, accountability and community.

- workshifting: A resource site that shares ideas to help you shift when, where and how you work.

- Redbooth: A collaboration and communication solution that leverages existing work flow infrastructure like Outlook, MSProject, Box, Gmail, DropBox, Evernote....

- Visually and kinesthetically pleasing office supplies, things like Moleskin notebooks with unlined pages, and pens in a variety of ink colors.

why

holistic
intuitive
integrating
synthesizing

behavior

- prefers holistic, intuitive, integrating, and synthesizing thinking

- thrives under pressure and is easily bored if he is not juggling multiple, diverse projects

- variety in the type of work they're doing is critical for Visualizers, who can't do the same task for hours on end

- big picture risk takers do an excellent job of juggling various tasks and integrating disparate ideas into a cohesive whole

- focuses on the big-picture and broad concepts making connections and has a tendency to overlook details and tends to value the possibilities over process

- excessive spontaneity and impulsiveness can lead to breakthrough ideas, but can also derail project plans at times

- has probably not seen the surface of their desk in years because if something is out of sight, it is out of mind, but if you ask her for something, she knows exactly where to find it.

- emails tend to be long, filled with concepts and ideas

working with

With Visualizers, the "Why" matters most, Tate says. "Why are we doing it this way instead of that way? Why does it matter?" Always provide the big picture and connect back to strategy, she suggests.

team contributions

- innovation; serving as a catalyst for change

- creative problem solving

- ability to envision the future, recognize new opportunities and integrate ideas and concepts

productivity tools (low tech)

- Lifetick: A highly visual dreams achievement tool where you can create and add to your lifelong "bucket list."

- iThoughts HD: A digital mind-mapping tool.

- ZenPen: A tool that creates a minimalist writing zone where you can block out all distractions.

- Visually vibrant, low-tech tools: multicolored Post-It notes, colored folders, notebooks with unlined pages, pens in a variety of ink colors, large white boards, baskets, folders, and bags and clipboards for keeping papers visible while still organized.

let's take a look at some of the applications

42Goals: tracks your daily goals and keeps a log of your daily activities

- user is resident with full area dialogs
- Inline editing
- modify daily/global goals
- customize and define string characteristics

Any.Do: A tool that helps you achieve anything by syncing your personal tasks, work projects, and shared lists so you have a clear path moving forward.

- lists and tasks synced across all devices
- share lists

Daytum: Helps you collect, categorize, and communicate any and all of your data.

- less user friendly thatn 42Goals
- clicking a category removes user from main page
- has visualizations
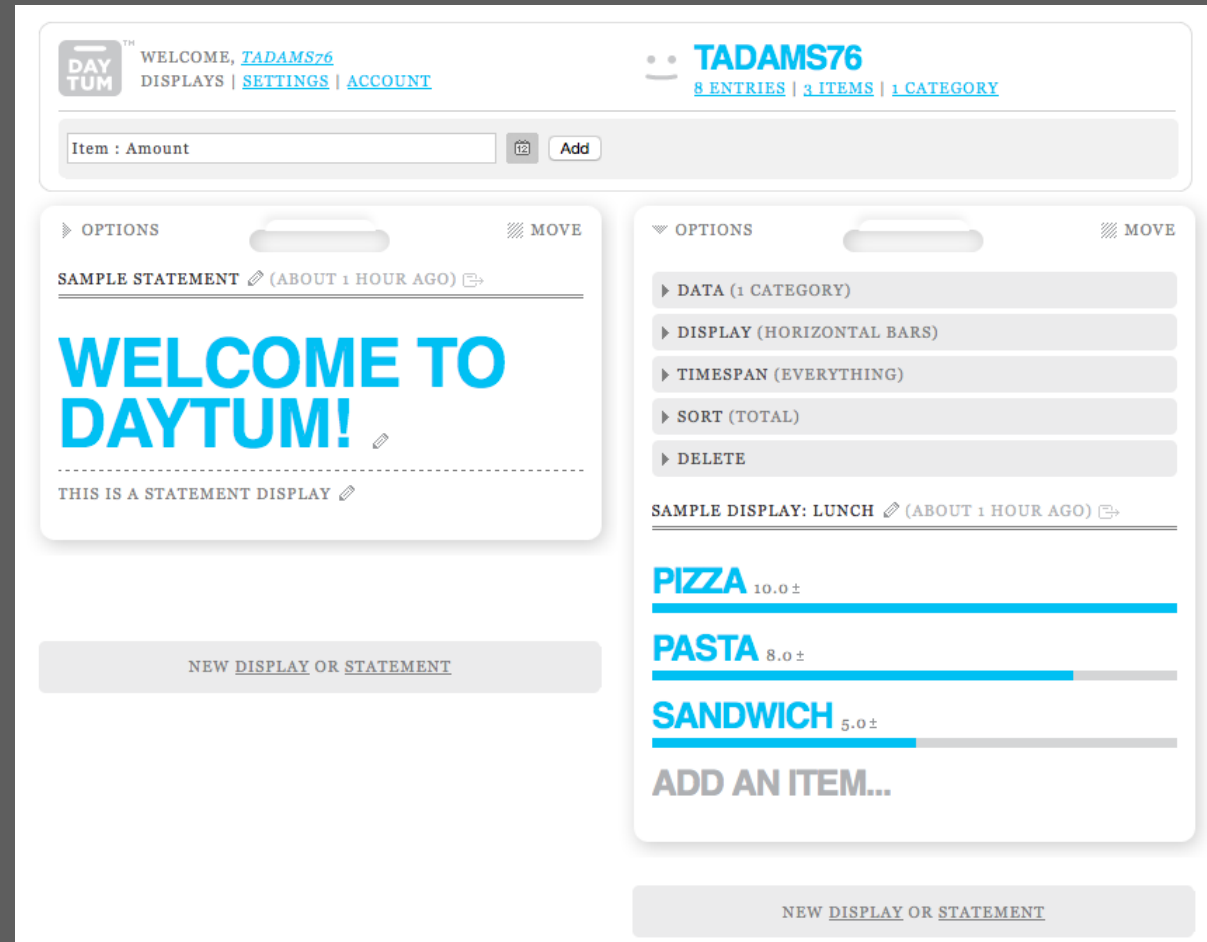
Moosti: A timer-tool based on the Pomodoro Technique.

- a simple web-based timer tool that lets you set the 3 actions and sends an alert to the device of your choice

- there is no pause function
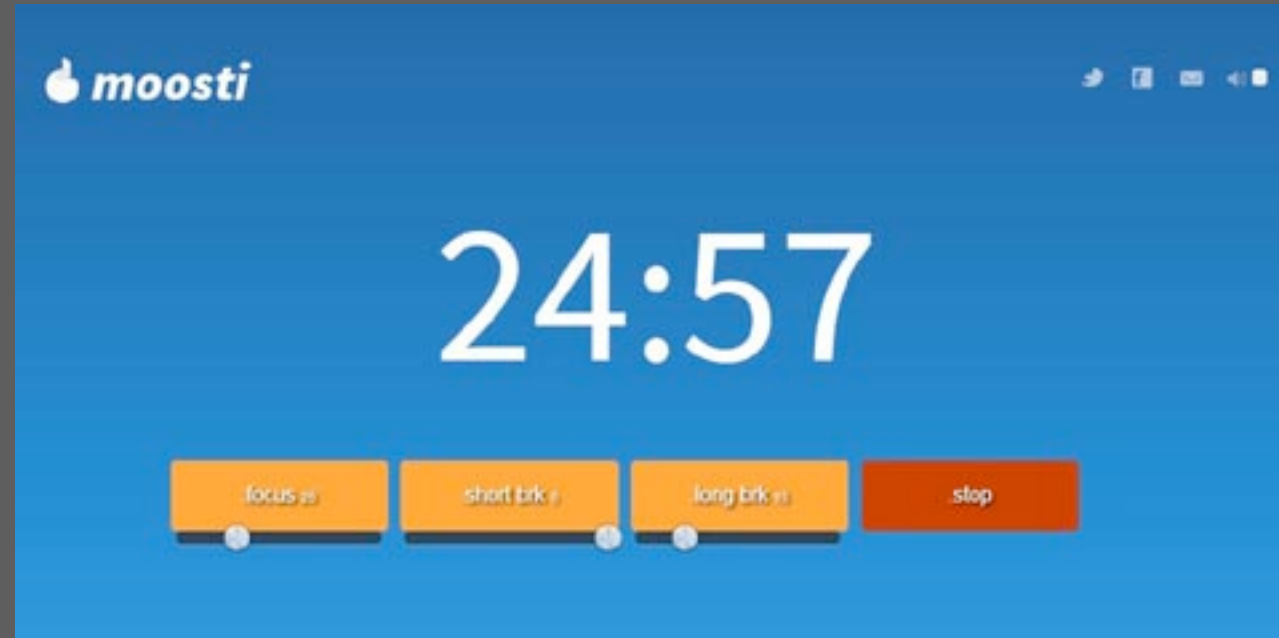
Witty Parrot: Enables you to create snippets of content once and then seamlessly reuse or share them.

- discovering and capturing atomized information

- sharing the information in a consistent way across an enterprise and ensuring access control of that information and enabling users to create their own Wits (Knowledge nuggets)

- consistent and responsive user experience on any device, online or offline.

- quickly find, drag and drop information into the document, presentation or email they are working on.

- track the effectiveness of that information to increase the usage of what is working, through statistical analysis, rating, commenting and sharing.
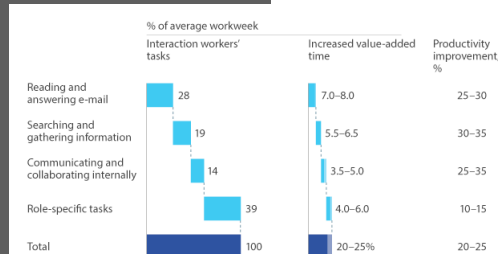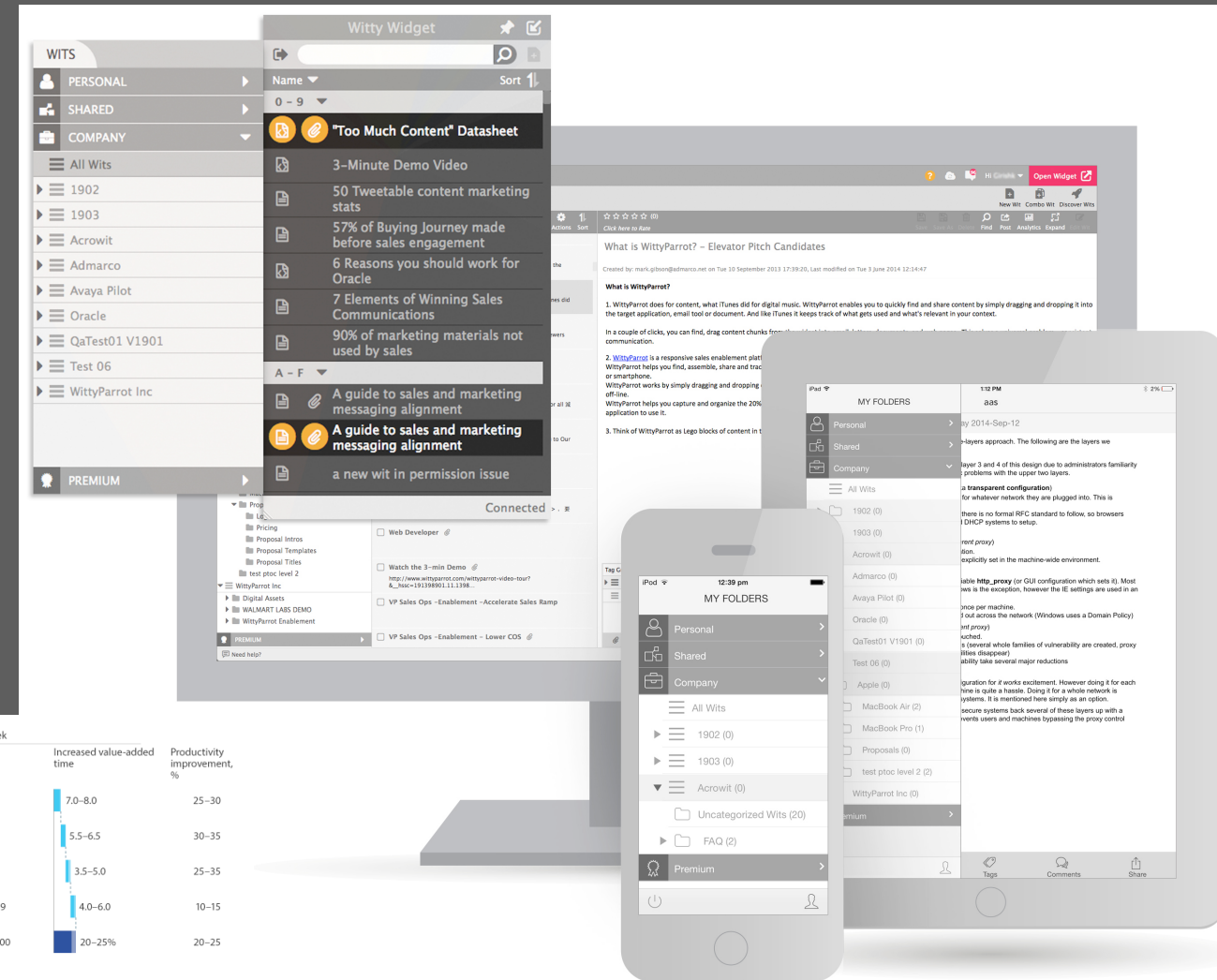
Wunderlist: Tracks and reminds you of your to-dos.

- a simple web-based timer tool that lets you set the 3 actions and sends an alert to the device of your choice

- there is no pause function

Toodledo: Make custom lists, create structured outlines, and view tasks on a calendar, tracks your progress and helps you improve good habits and break bad ones

- create and share lists with friends and family
- see what's most important with the hotlist
- record your ideas with the notes section
- set and track life goals
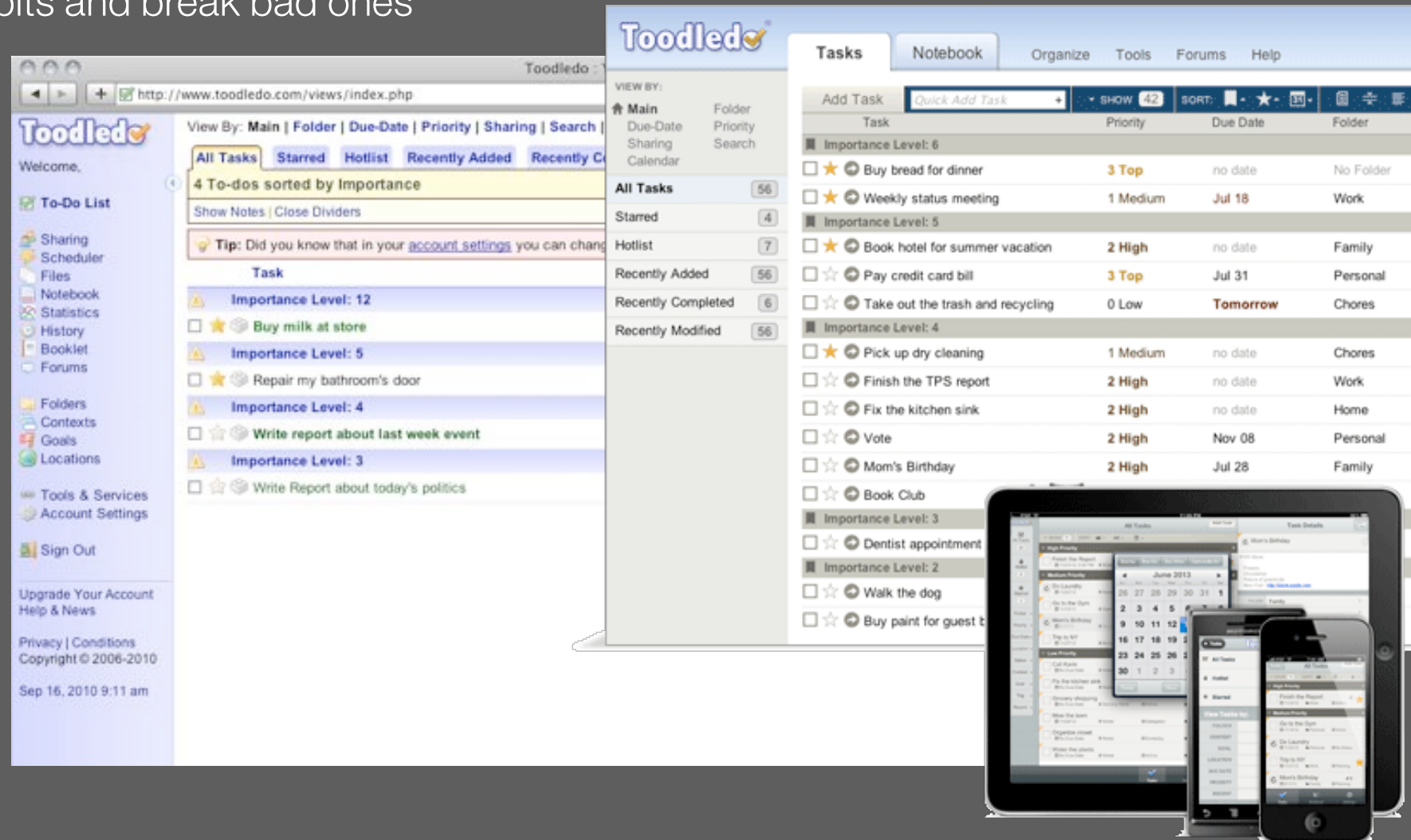
HabitRPG: Allows you to keep track of your goals, measures you against them, and makes a game out of it with your colleagues, GAMIFICATION

• gamified task management
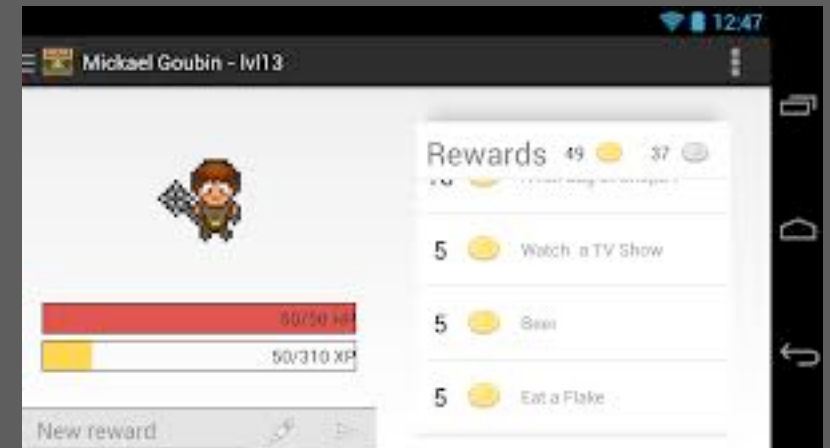
Objectiveli: Manages and track goals in real time.

- goals always visible

- visual metaphor map display

- allows stakeholders to participate and to observe your Goals and Objectives allows for important external feedback which is invaluable in driving outcomes.

- integrated with Email

- assign and Track Objectives

- cascading Objectives: creates accountability down the line: Drive outcomes consistent with higher level Objectives, at the same time giving visibility throughout the hierarchy of Objectives and Sub-objectives.

Todoist: A web based task management system, lets you manage tasks from your inbox, browser, desktop or mobile device.

- access tasks from anywhere
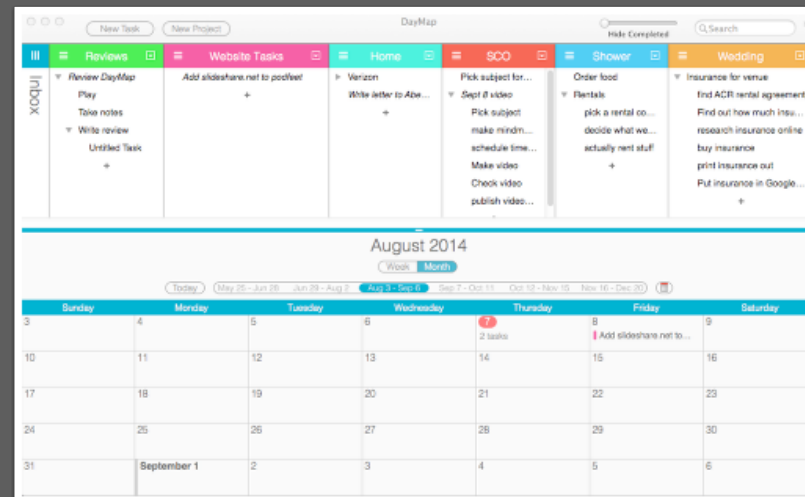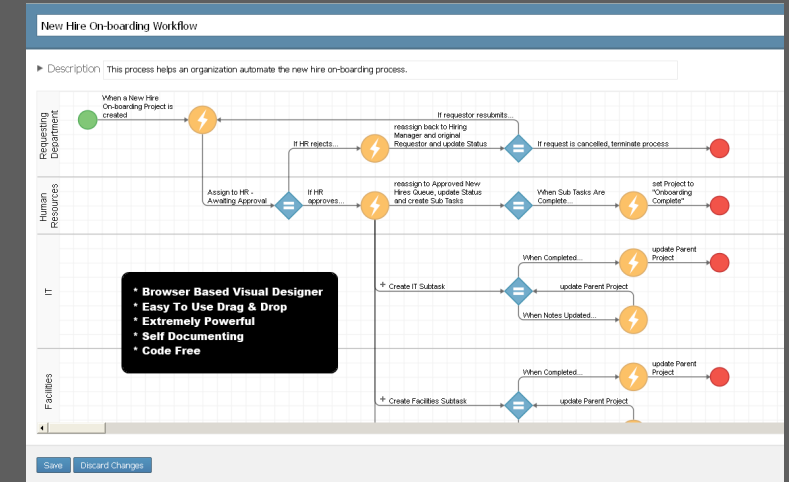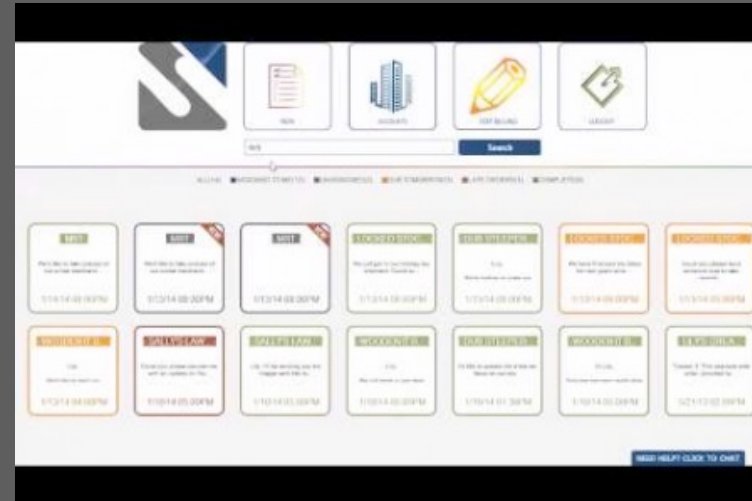- offline working
- collaborate & share
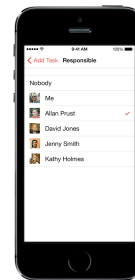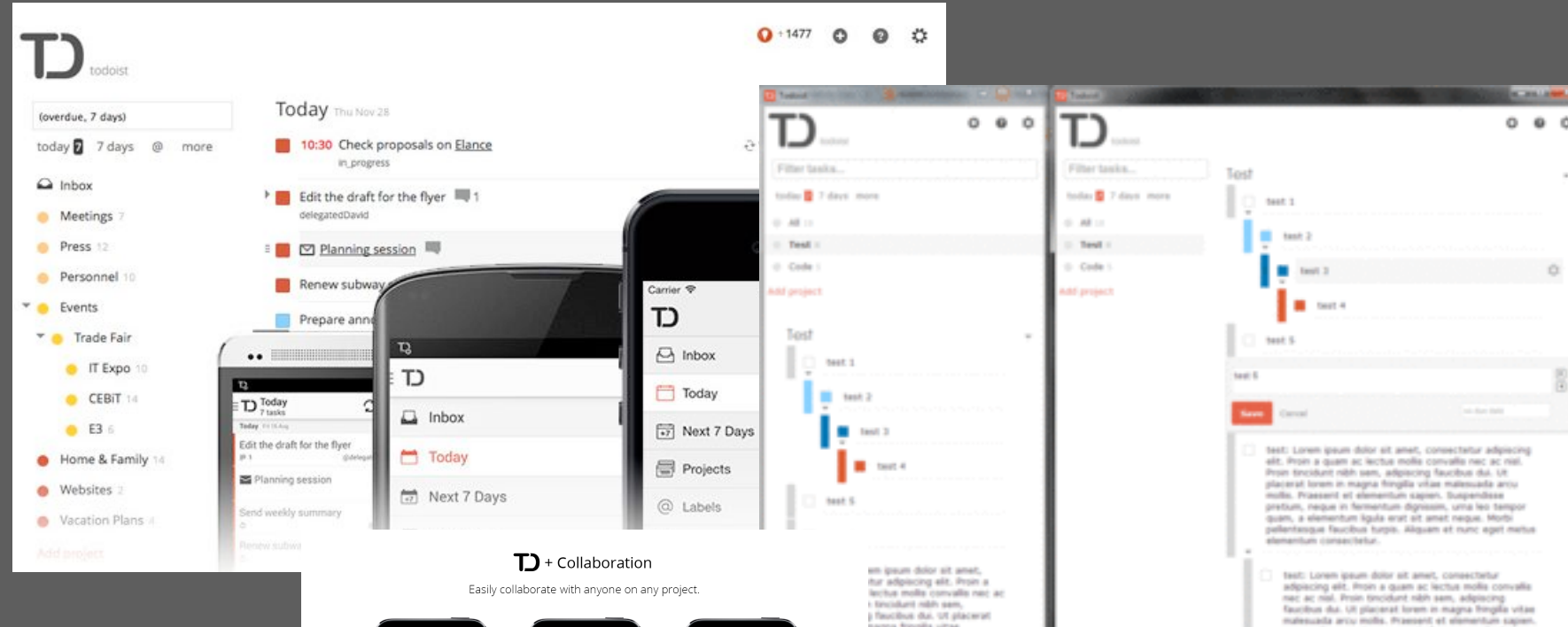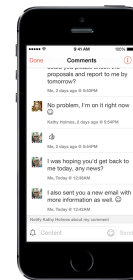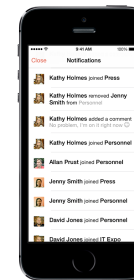
TickTick: A lightweight task management tool that allows you to create lists, reminds you (multiple), shares them, tags, location-aware, callendaring (sharing), backup, calendar view, Siri, search, print, mail.

- lists
- reminders
- share
- location-aware
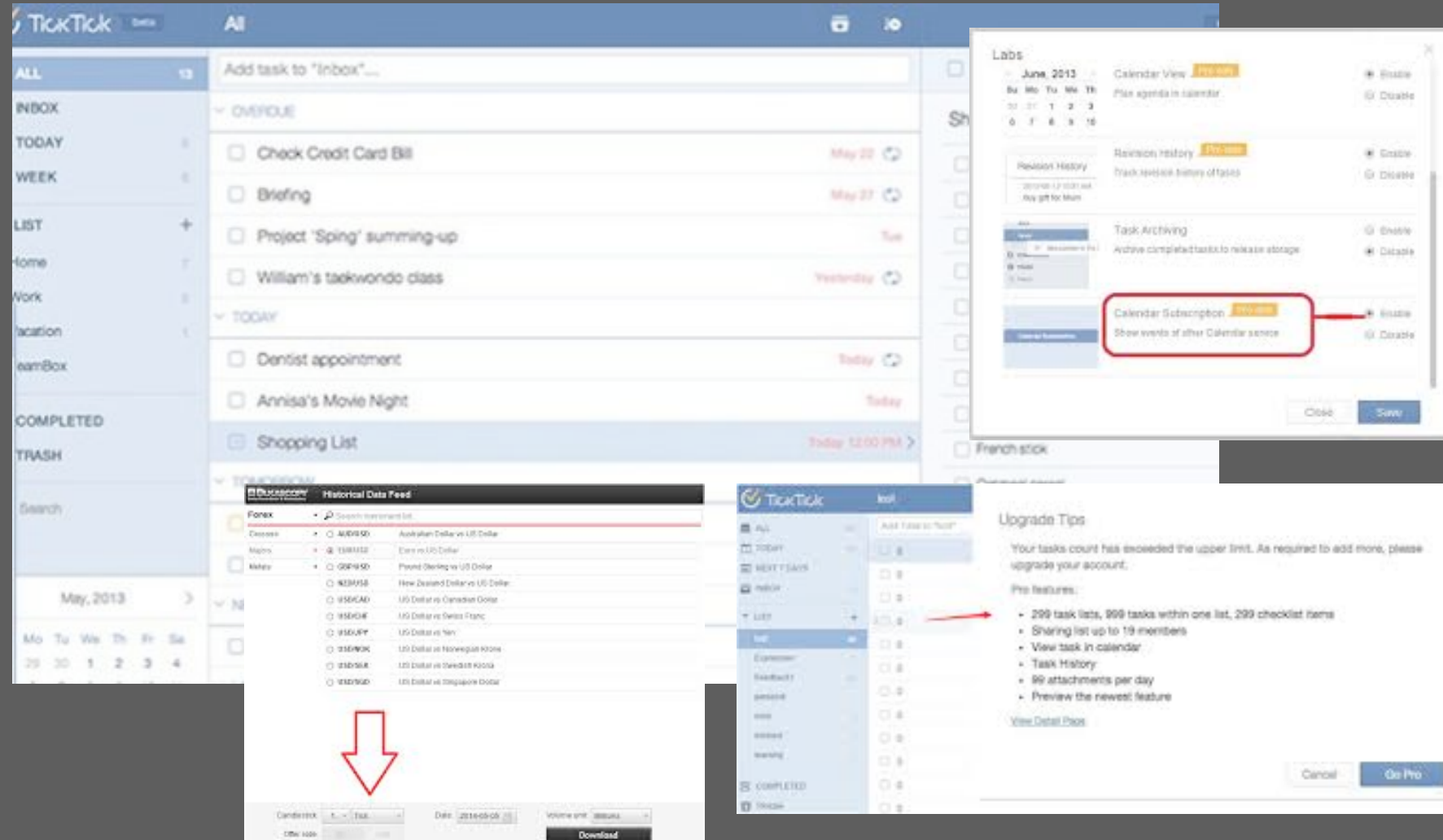
SQRES: A visual project management tool

- create, track, share tasks
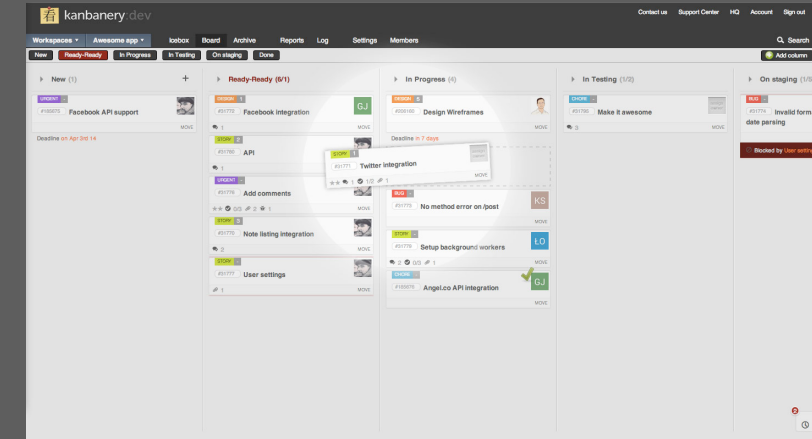
SmartQ: A an agile project management app built around a visual task board. It allows you to easily distribute work, track its progress and collaborate with your team online. smartQ can track tasks, issues, tickets - it is customizable to fit any workflow.

- store all the notes, files and history
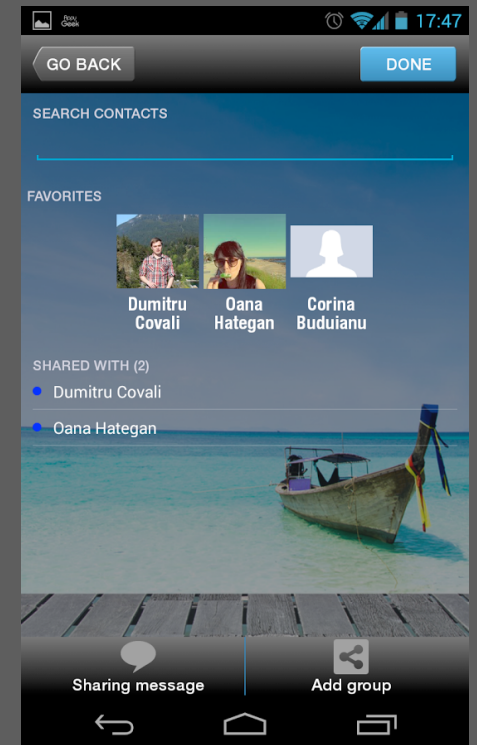- run reports and measure performance
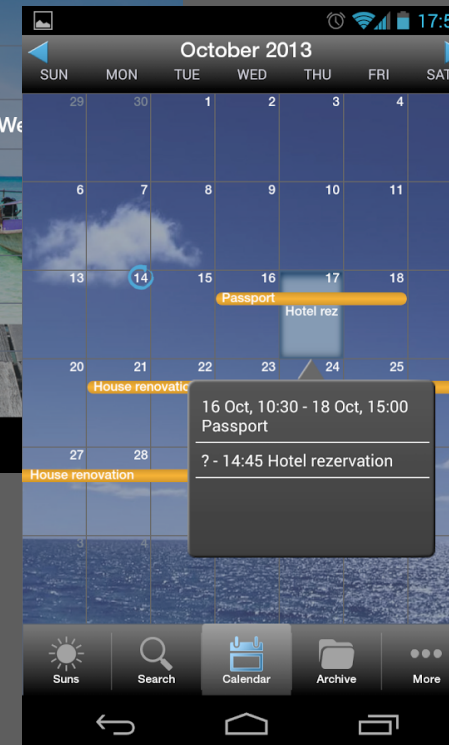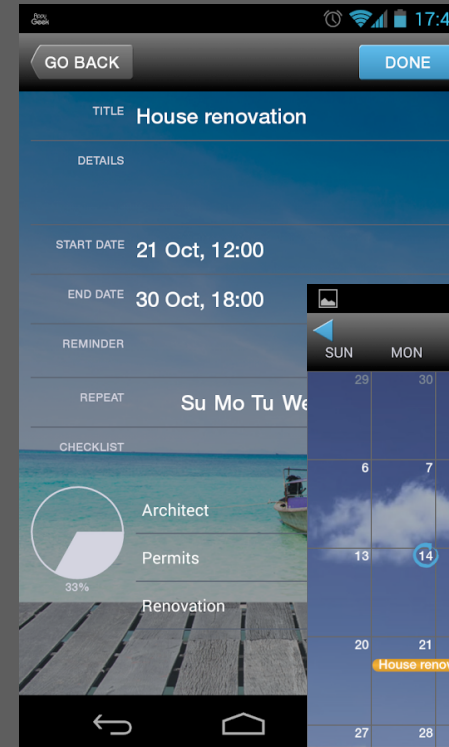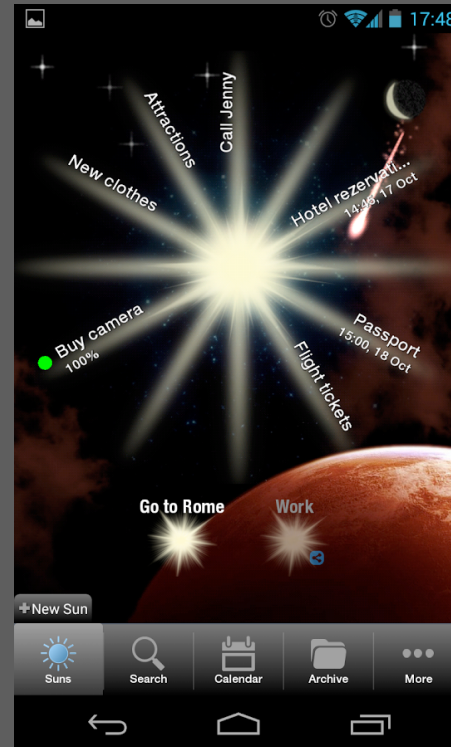- search, filter, email notifications

focus@will: A neuroscience-based music service that helps you focus and retain information when working, studying, writing and reading.

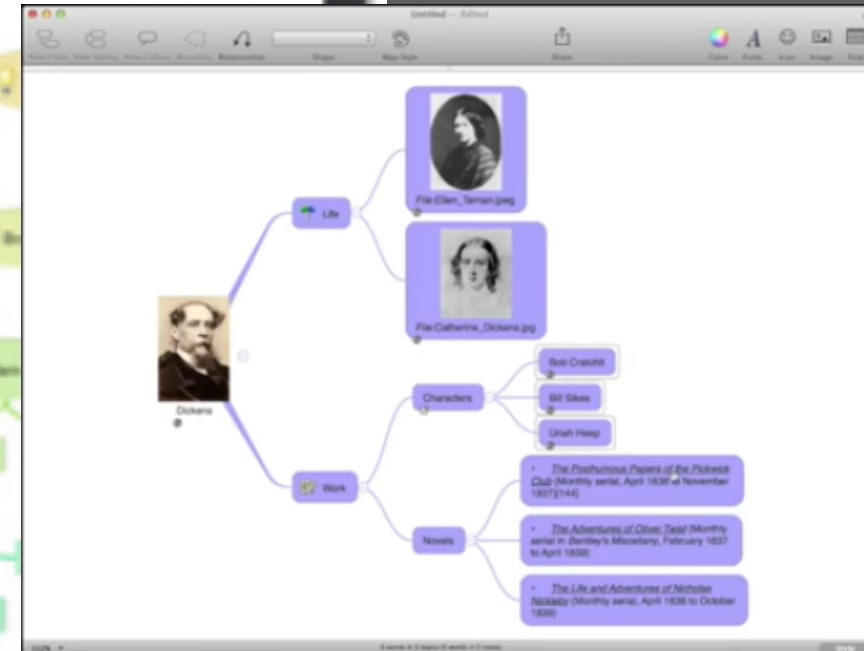- over 50 channels of music to help users focus better

SunDo: A lightweight tool that allows shared tasks/to do lists

- to-do lists
- task lists
- reminders

iThoughts HD: A digital mind-mapping tool.

• lets you easily create connections
   to objects

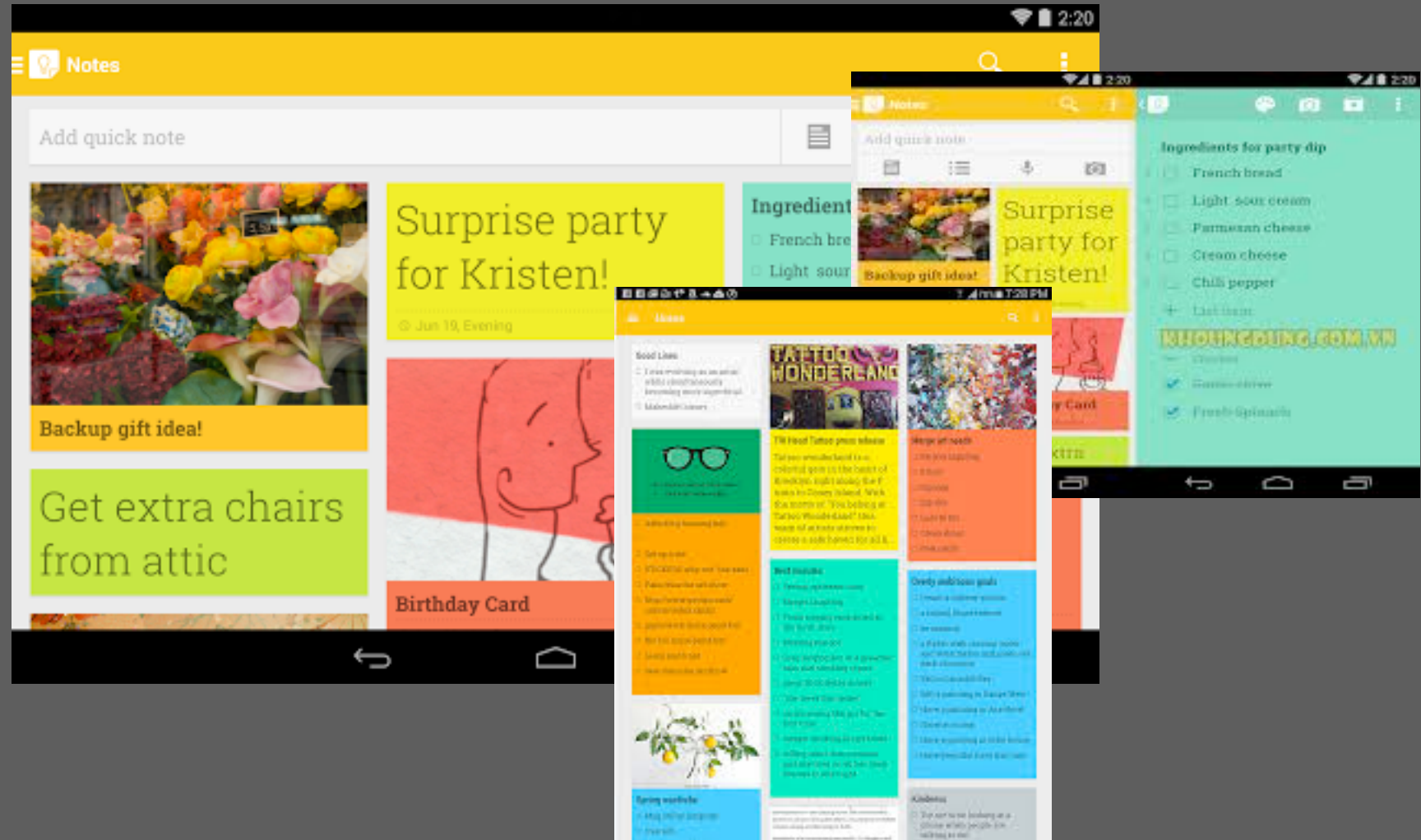**DropTask:** Allows d&d visual grouping, connections between groups, dynamic visual filtering

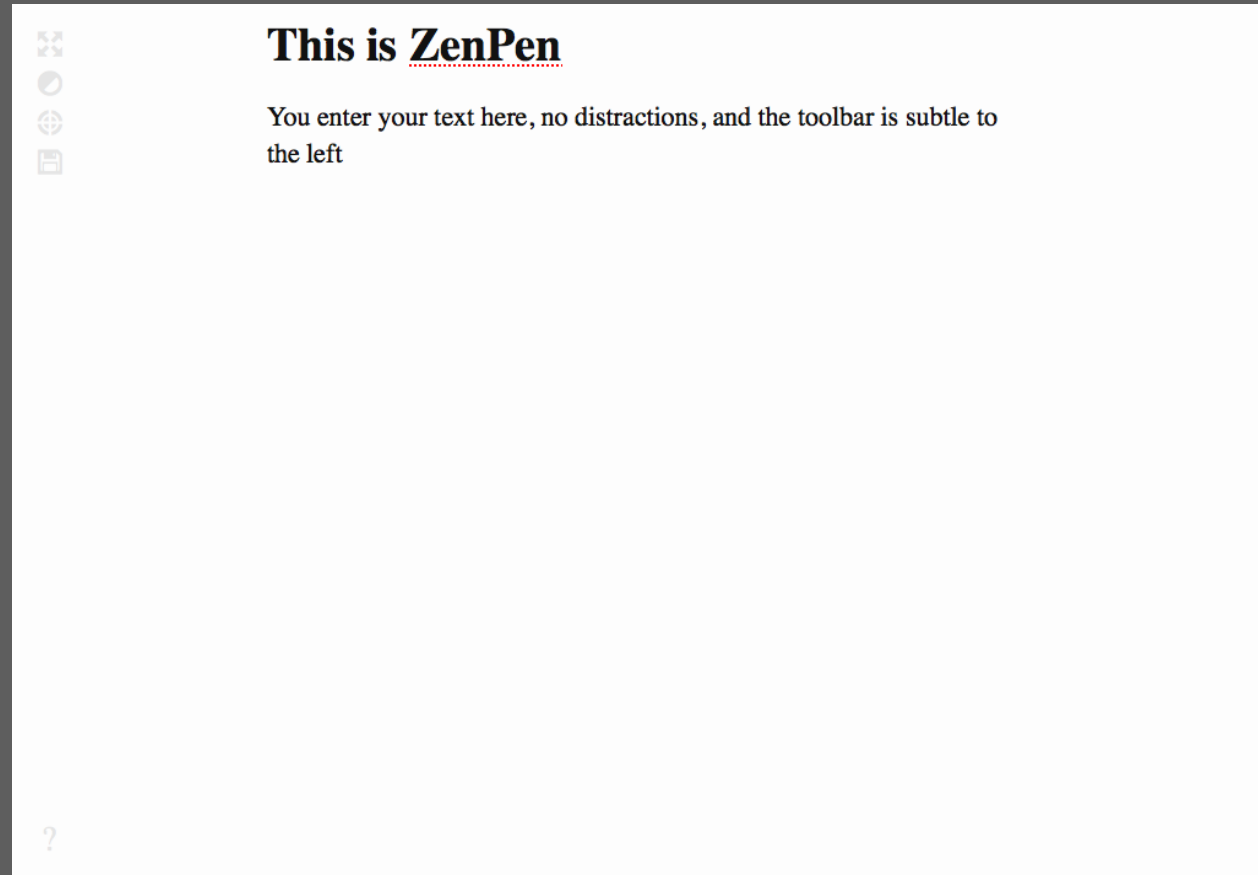- lets you easily create connections to objects

Google Keep: A list-making app that can create checklists, set GPS location-based reminders, widget customization across devices.

- location-based reminder
- time-based reminder
- notes
- to do lists

ZenPen: A tool that creates a minimalist writing zone where you can block out all distractions.

This is ZenPen

You enter your text here, no distractions, and the toolbar is subtle to the left

- a space completely free of visual clutter

IFTT: a web-based service that allows users to create chains of simple conditional statements,

- conditional-based to-do list
- sends notifications based on conditions set