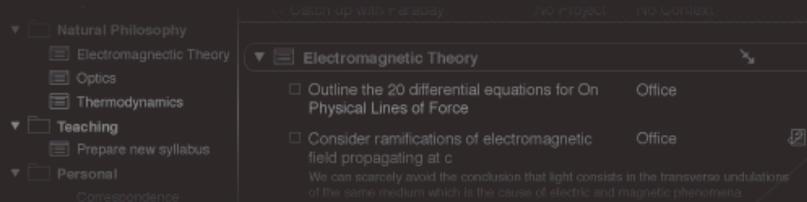


OMNIFOCUS

WHEN YOU'RE READY TO GET SERIOUS ABOUT PERSONAL PRODUCTIVITY



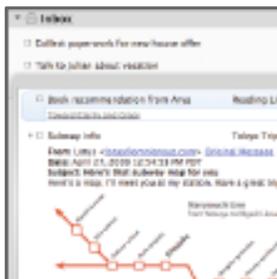
WHAT IS OMNIFOCUS?

OmniFocus is a personal productivity application to help collect and organize your life, its tasks, and your goals — everything from the day to day to your life's ultimate ambitions. While flexible enough for any task management style, it is a great tool for implementing the Getting Things Done® system to help you figure out what you need to do right now, even if it's just relaxing at home.

WHO IS OMNIFOCUS FOR?

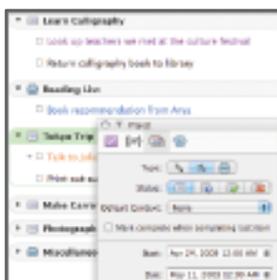
OmniFocus is the right tool for anyone wearing many hats. Are you a parent, professional, and an artist? A student, musician, and blogger extraordinaire? OmniFocus can help you manage all of your life roles to help you not only accomplish more of your tasks, but to make it easier to turn those day dreams into something tangible.

FEATURES



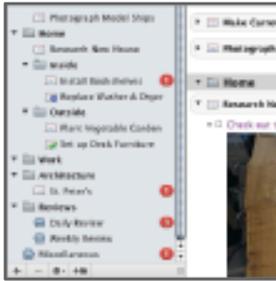
CAPTURE

Quickly and easily record all your miscellaneous to-dos, and store items in your inbox until you're ready to process and organize them. Capture info on the fly with the quick entry panel, accessible via keyboard shortcut from virtually any application.



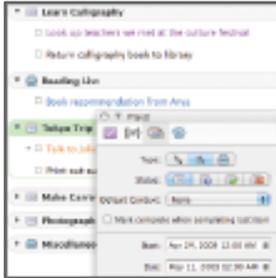
DEFINE AND ORGANIZE

Transform all your tasks into actionable next steps by assigning them to projects and contexts. Create start and due dates, time estimates, and task recurrence schedules, and let OmniFocus do the work of remembering everything that's on your plate.



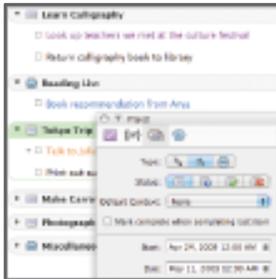
CONTEXTS

Use the powerful contexts feature in OmniFocus to categorize actions by work mode. When you're ready to sit down and make some calls, just click on the Phone context in your OmniFocus document in order to see all the phone-related tasks you have.



PERSPECTIVES

Filter and sort actions with the click of a button and save your view state just as easily; tell OmniFocus to only show the very next thing you need to do to finish a project; view only the items that are due this week— it's up to you and you can recall them whenever you like.



SYNC

You can't accomplish your goals if you don't have them with you. OmniFocus synchronizes Mac to Mac to iPhone over your local network using Bonjour, through the cloud using MobileMe, or any standard WebDAV server.

HOW TO DEMO OMNIFOCUS

While real-life usage of the application could be more involved if so desired, the best way to present OmniFocus is with three major concepts: Capture, Organize, and Do.

This demonstration can be performed with the default database. It may be helpful, however, to create a few projects beforehand and to define a shortcut for the Clippings service. (This can be done in Preferences.) Please keep in mind that if you have not enabled Clippings previously, you will need to restart any applications to use the service within them.

To begin, demonstrate OmniFocus' capture ability. The inbox is the home for all your ideas so that you may save them for later when you're ready to decide what you'd like to do with them (which may be nothing at all). You can enter information directly into the inbox or use Quick Entry or Clippings.

Start by creating an item in the inbox — preferably, a multi-step project like "Organize Garage". Then, open Quick Entry by pressing **Control-Option-Space**. Add an action that belongs in the project added in the inbox ("Get boxes for garage"). Press **Return** to dismiss Quick Entry. Note that the action can now be found in the inbox.

If you've set up Clippings beforehand, this would be a good time to showcase that feature. Open Safari, select some text, and press the shortcut. If you'd like to continue with the example, search for "Moving Boxes" and clip the search.

Now that you've captured, it's time to organize. Select the first inbox item and drag it to the sidebar, creating a project. Then, return to the inbox, select the second item and in its project field, begin to type the name of the newly created project. OmniFocus will match as you type to complete the project name. Then, move to the context field and begin typing a context name. From here, we can add a few more actions to the project, preferably adding differing contexts for the next part of the demonstration.

Finally, it's time to get to action. When it comes to completing these tasks, switch to context mode and note that the actions are arranged according to the tool, resource, or location necessary for accomplishment. This allows you to work across several projects at once.

For more information and demonstrations of OmniFocus, visit:

<http://www.omnigroup.com/omnifocus>