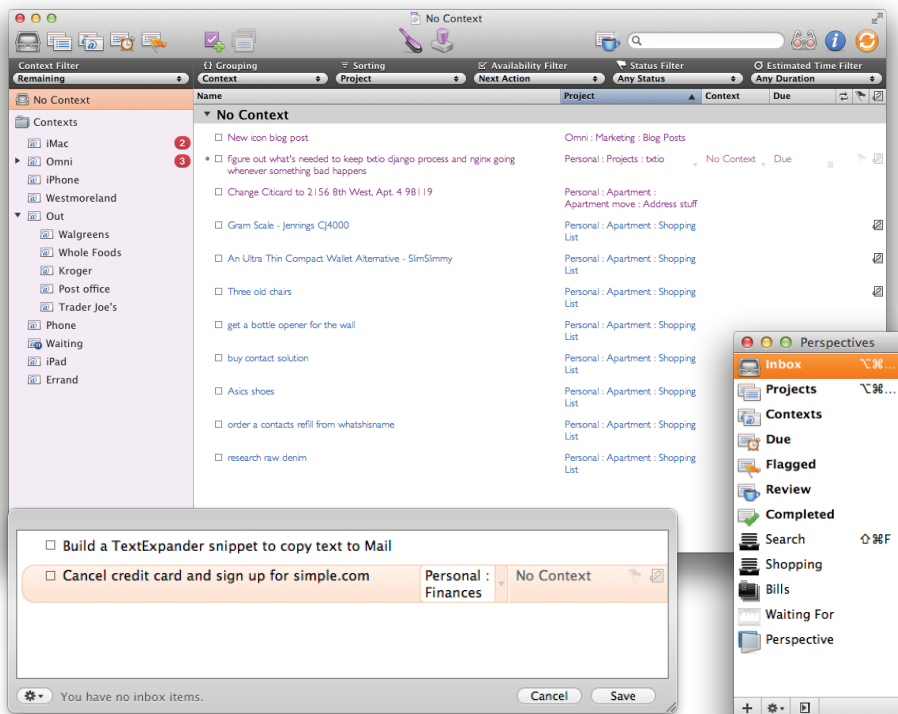# OMNIFOCUS for Mac

What is OmniFocus?

Capture. Organize. Do! OmniFocus is a professional-grade task management application that's built to easily and quickly capture ideas as they come to mind, organize them into projects, and group them based on contexts to get the most out of your time, place, and state of mind.

What makes OmniFocus for Mac different?

The original flavor. OmniFocus began as a set of Applescripts for OmniOutliner and transformed into an advanced, dependable, and comprehensive application for complete task management. Use OmniFocus to manage home and work projects, plan for the future, and recall the past. Quickly clip from other OS X applications, save views for specific scenarios, and stay on top with a weekly review. Use OmniFocus for Mac exclusively or partnered with other editions — all in sync.
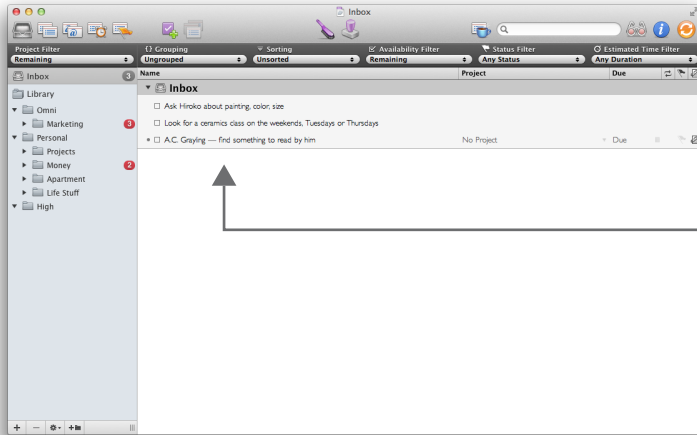
Who uses OmniFocus?

Business professionals, GTD® practitioners, project managers, parents, home users, students, and educators all rely on OmniFocus for its unparalleled task management functionality.
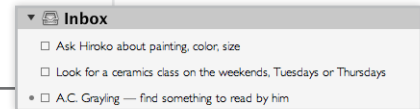
From complicated multi-step projects to daily reminders, some common-use examples include:

- Adding "Buy soil" to your Garden project
- Flagging an item as a talking point for an upcoming meeting
- Viewing the "Phone" context to see who you need to call
- Jotting a quick note in a task entry
- Using the Review mode to mark a stalled project as On Hold
- Designating "Pay Bills" as a recurring action, set to remind you every month with notifications
- Creating custom perspectives to display tasks in a way that uniquely suits your workflow
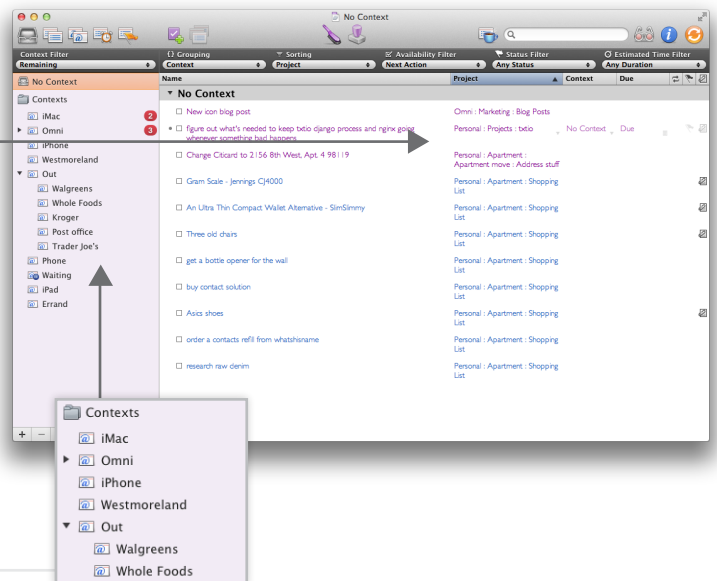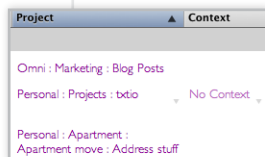
1 When you start OmniFocus for the first time, you'll be presented with a default database. Follow along with each action to learn more.
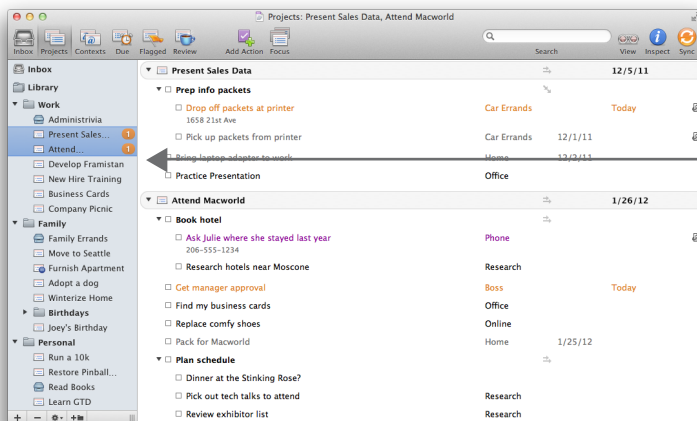
2 **Capture** items anywhere in OmniFocus using the **Quick Entry** shortcut. If you're new to this, take 15 minutes to move ideas out of your brain and into the **Inbox**.
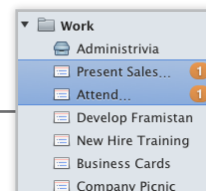
▼ 🗂 Inbox

☐ Ask Hiroko about painting, color, size

☐ Look for a ceramics class on the weekends, Tuesdays or Thursdays

• ☐ A.C. Grayling — find something to read by him

3 Set aside a bit of free time to **organize** your **Inbox** with a bit of free time. Assign or create **Contexts** and **Projects**.

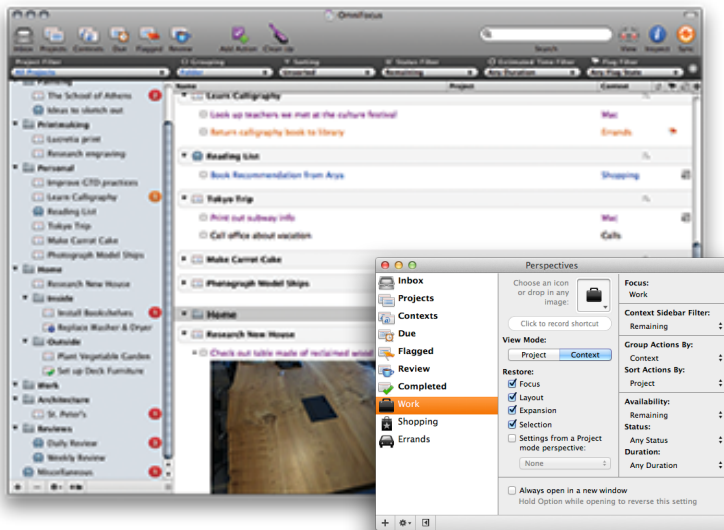| Project	▲	Context
Omni : Marketing : Blog Posts		
Personal : Projects : txtio		No Context
Personal : Apartment : Apartment move : Address stuff		

4 A **context** is best defined as a person, place, or thing needed to accomplish the action at hand, while **projects** have multiple steps and a definable end.
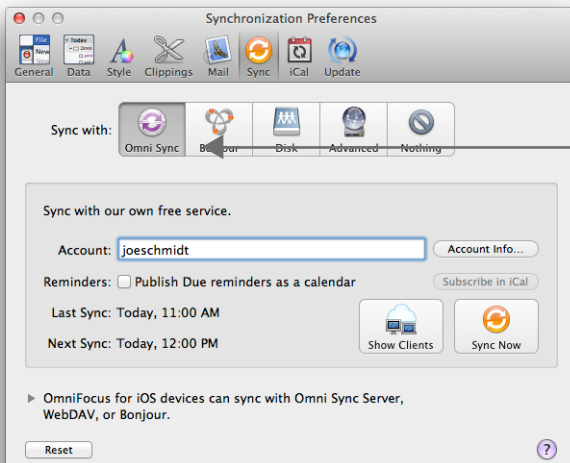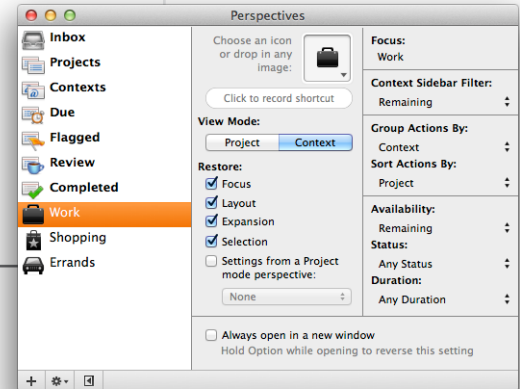
🗂 Contexts
- @ iMac
- ▸ @ Omni
- @ iPhone
- @ Westmoreland
- ▾ @ Out
  - @ Walgreens
  - @ Whole Foods

5 **Focus** on specific projects or folders to filter out other areas irrelevant to your current environment.

▾ 🗂 Work
- 🖶 Administrivia
- ☐ Present Sales... ①
- ☐ Attend... ①
- ☐ Develop Framistan
- ☐ New Hire Training
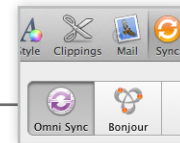- ☐ Business Cards
- ☐ Company Picnic

6 Create custom views called **Perspectives** that can be accessed anytime: Perspectives▸Save Window As.
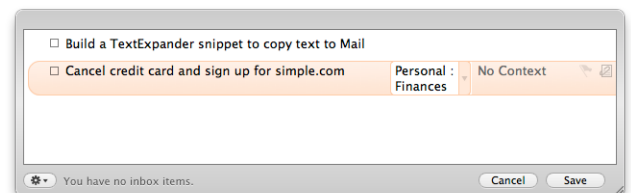
7 Stay in **sync** with other editions of OmniFocus using our own **Omni Sync Server**.

8 Add actions even when OmniFocus is in the background using **Quick Entry**, or bring things in from other applications.
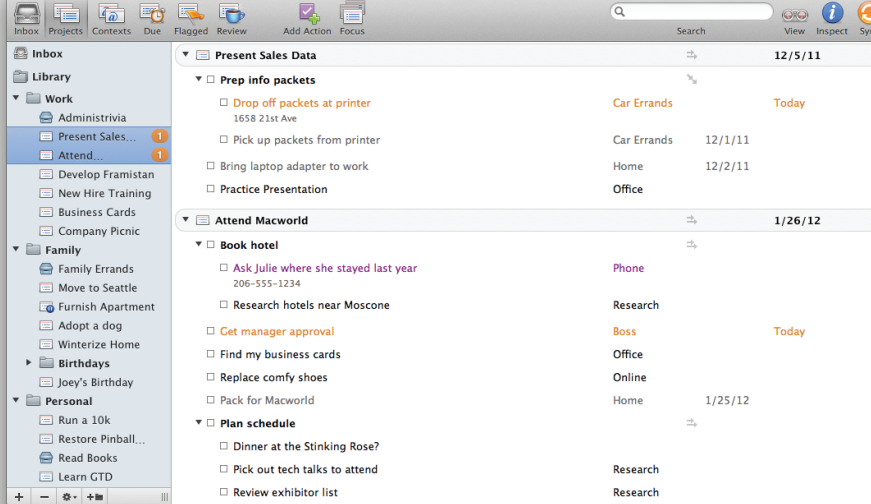
9 Periodically reassess your projects and goals using **Perspectives▸Review**. Is everything going as planned, or should the project be modified?

10 Keep your database nimble and maintain a secondary **Archive** — a great way to access years' worth of older actions.

Feature List

- Task inbox where items can be stored for future processing

- Detailed task options like start and due dates, repeating schedules, and file attachments

- Organize tasks into projects and folders, with as much hierarchy as is needed

- Categorize and view tasks by contexts, or work modes (i.e. "Phone" for all phone call related to-dos)

- Subtasks, for breaking large tasks into manageable steps

- Built-in in search for locating any task in your database

- Cloud sync: synchronize with any edition of OmniFocus

- Review mode helps you review and stay current on all your projects

- Build perspectives to fully customize your OmniFocus experience

- Free customer support via email or phone

- Full-featured 14 day free trial available at http://www.omnigroup.com/

Pricing

OmniFocus for Mac costs $79.99 from the Mac App Store, or online at the Omni Store where family pack, educational, and upgrade pricing is also available.

The Omni Group offers a 30-day money back guarantee on all sales.

Contacts

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