



Important things first.

Quickstart Manual
for immediate benefits with meineZIELE Easy, Standard, Plus, Pro

- ✓ Precise targets
- ✓ A tidy, organized desk
- ✓ Important things first

Dear customers,

► **meineZIELE** is not just common organizer software. We provide an entire program with numerous powerful functions and extensive know-how. Applying its potential, you will be more productive and learn how to focus on more important things. You will get to know an effective way of organization, and what’s even more, you will call into question what has apparently been proven.



We created this user manual to provide you a quick and easy start with our software. The manual “Immediate Benefits” is limited on a fragment of functionalities provided by ► **meineZIELE** . It corresponds to the scope of “mZ Easy”, or the “Easy Mode”, in other program versions. We tried to keep it simple, by providing less text and more examples and screenshots.

Yet, this manual was not only created for mZ Easy users. Every customer, including the users of mZ Standard, Plus and Pro, will find this a quick and easy introduction to ► **meineZIELE** .

We wish you a good start.

Yours faithfully,

Bruno Klumpp
bruno.klumpp@methode.de



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Step 1

Starting meineZIELE

We have created meineZIELE in such a way that a common installation is not necessary.

All **mZ Easy** users get the program file meineziele.exe by using the downloading system Share-It. Customers using **mZ Standard, mZ Plus** and **mZ Pro** can get the program file from our website:

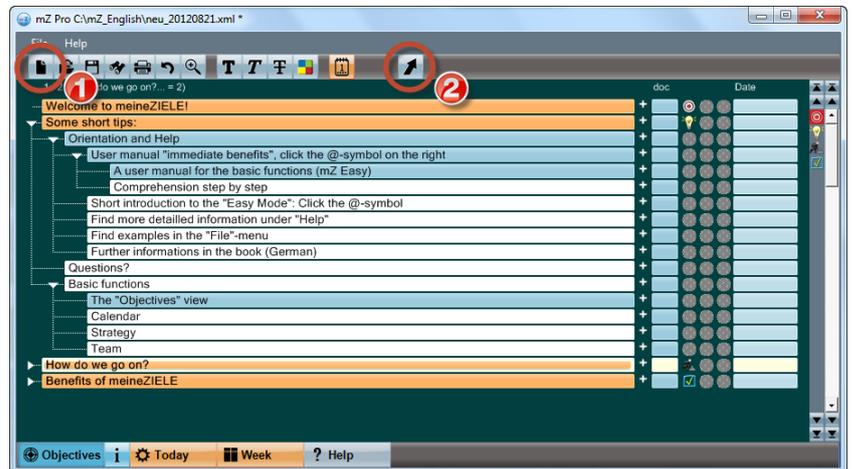
<http://www.meineziele.info/test.htm>

Download the program and move it to any folder, for instance your personal desktop. Start the program with a double click.

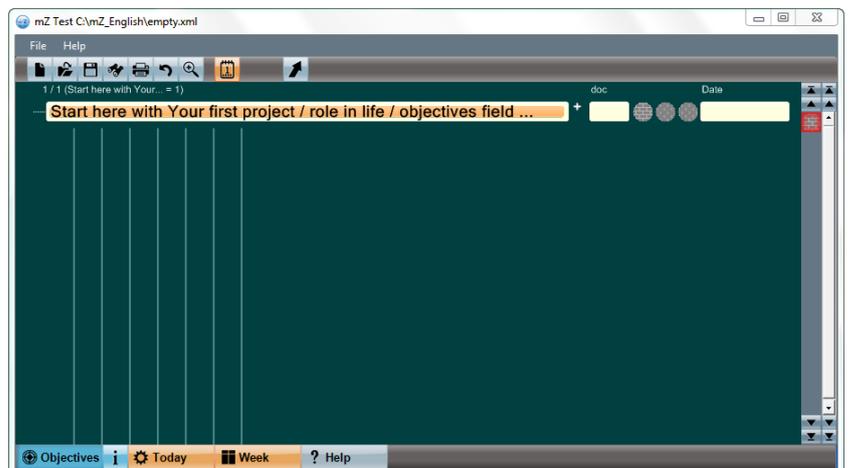


Now click the button “New file“, at (1).

By the way: The “Power“-button (2) enables all software functionalities, like team and strategy functions. However, it is not available in mZ Easy.



An empty file will be created. The software requests name and place for the new file. We recommend a proper folder “meineZIELE“ in „My Documents“. The file should be given an unambiguous name.



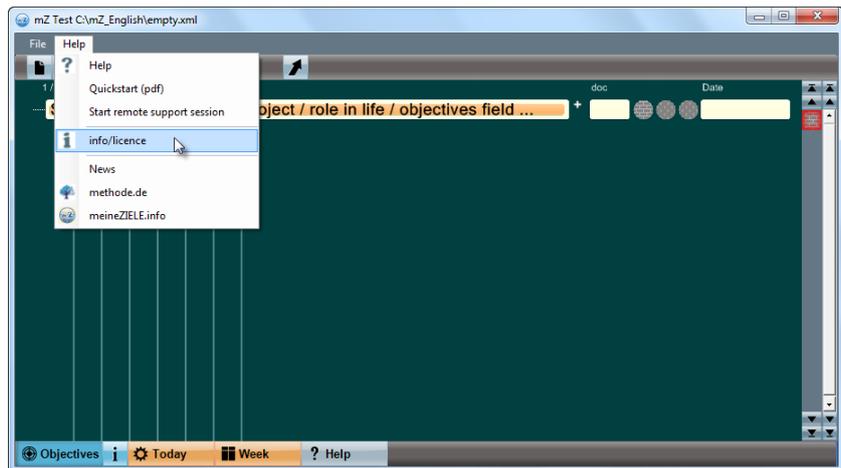
Step 2

Registering the license number

meineZIELE is proprietary software. As a trial version, thus without any valid license number, the program may be used with all features, though, with a limited data volume. The provided data volume, though, is usually adequate for test purposes. Please enter your license key as soon as you have purchased a license, so that meineZIELE can work without any limitations.

Skip this step if you just want to try out the software.

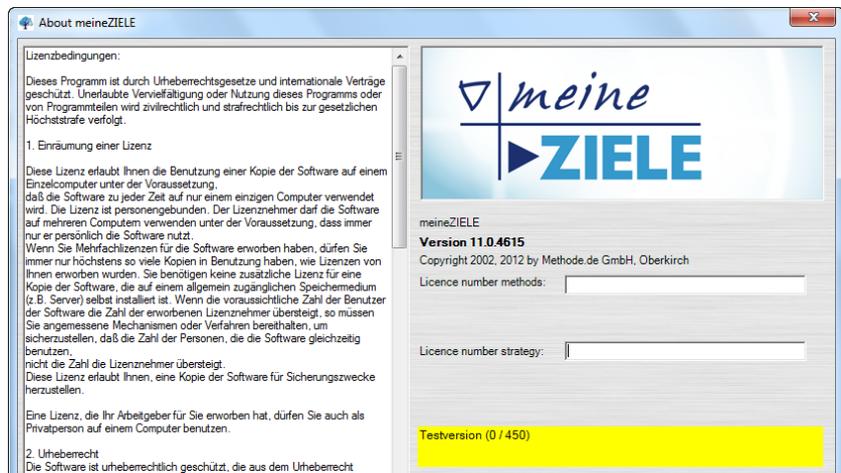
Open the menu "Help" and then "Info/License".



Enter your license key into the provided field. If your key is valid, the font color will change to green.

Please as well enter your name into the provided field "Name". It will later be required for the team work features, which are available in mZ Plus and Pro.

After that, confirm by clicking the "Ok"-button. Save your open file, even if it is still empty. The software can be used without any restrictions after you have completed the steps above.



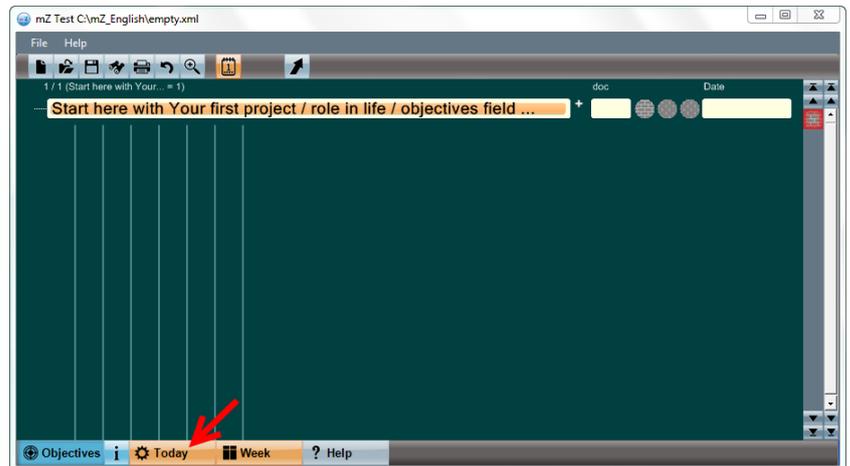
Step 3

Doing the most important first

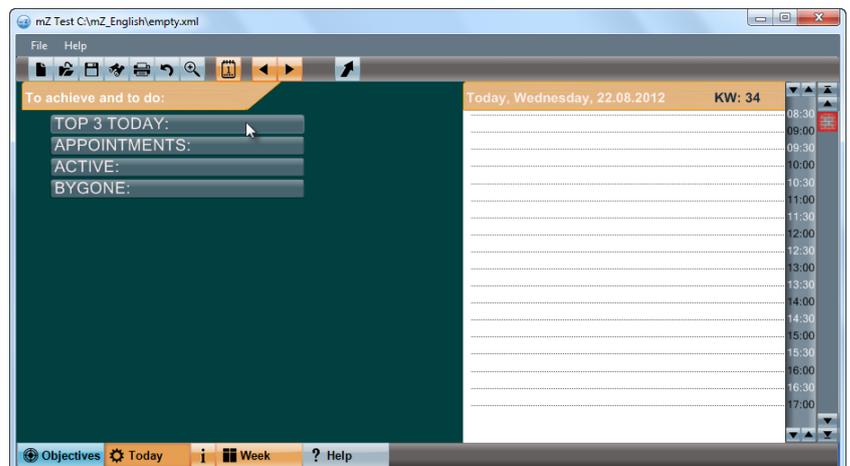
Let's start with an easy and effective „method of success“.

Which are the three most important tasks for today? Of course, we are talking about tasks that can be solved realistically. These may be jobs you solve within a few minutes or tasks which may require four or five hours. No matter how long they take, these jobs should be the most important things you can solve today.

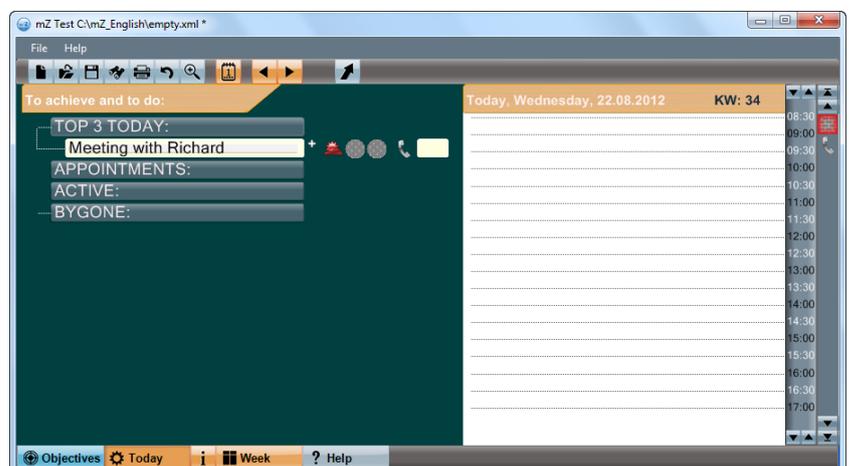
There are several buttons for areas of application and view options at the bottom of meineZIELE's main window. Click the "Calendar"-button to switch to the view "Today".



Now click the button "Top 3 today". A text field will open.



Briefly write down the first of the three tasks. Leave the task description line by pressing "Enter". Do likewise with the remaining tasks.

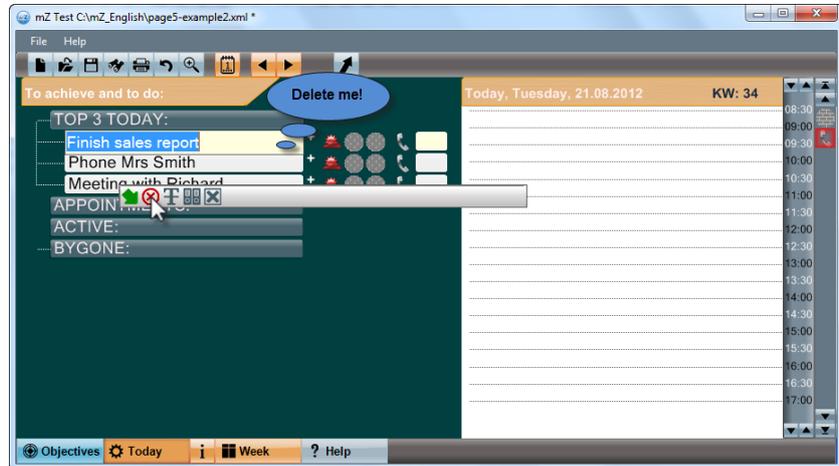


Step 4

Solving the tasks

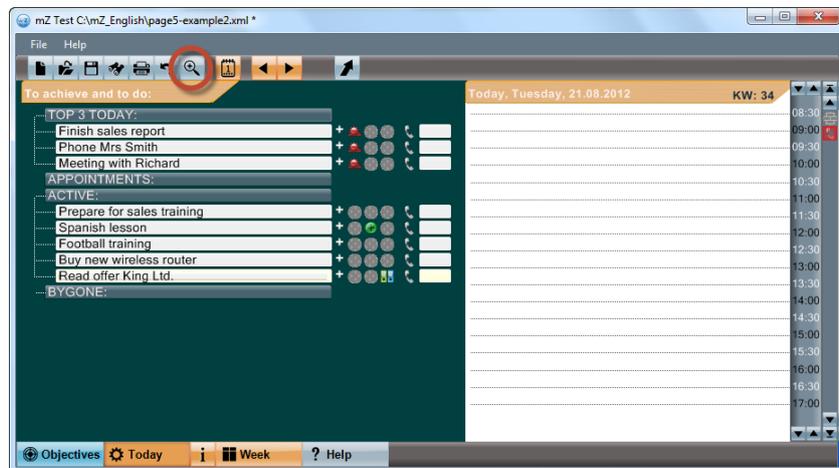
Now solve the first of your three tasks. If it is clear which one is the most important, begin with this task. Carried out, the task may be deleted.

For that, click the task header, the description field. An editing window appears. Click the "Delete"-button. The line disappears.



Do not desist from your three top tasks and do not enter any new tasks until your top tasks are solved. Afterwards, start again with new top tasks or go on with the next step.

A little hint: If the font size is not appropriate for you, change it by clicking the "Font size"-button. meineZIELE provides three different grades.

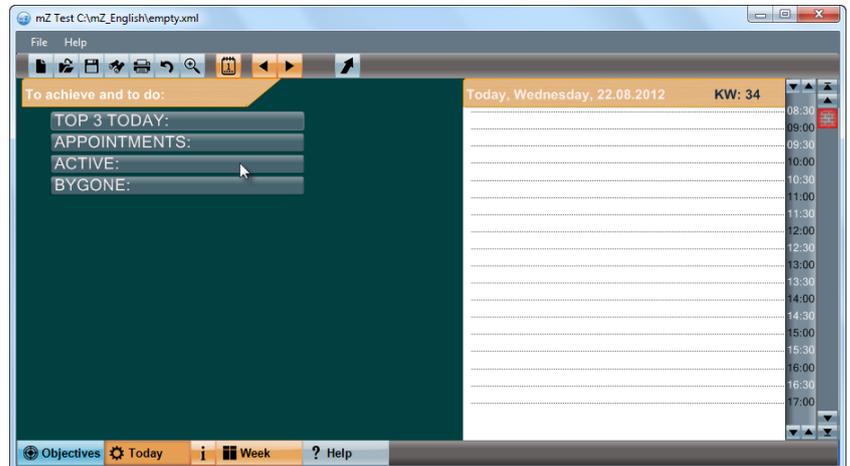


Step 5

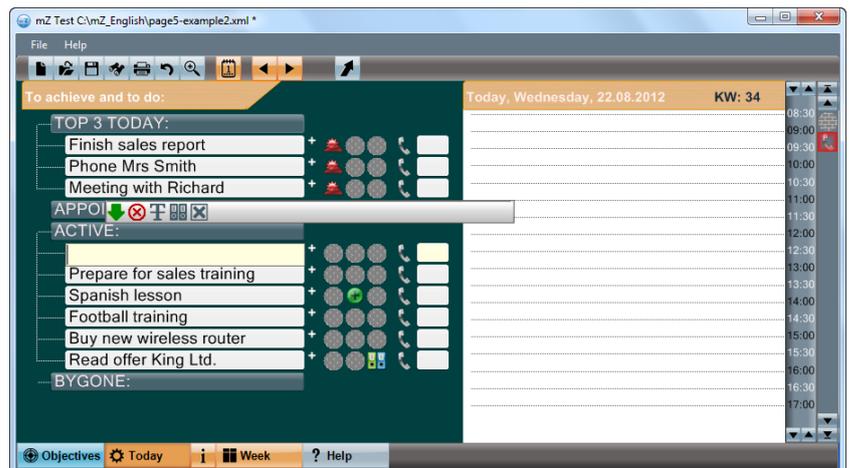
Collecting more tasks to be solved

Probably you have to solve more than just three tasks during the next days. That's why we want to get a general idea about the task variety. Please specify between ten and twenty of such tasks before we go on. Choose tasks from different areas, such as tasks in your professional or private life. Just list what comes to your mind.

We still work within the "Today"-view. Now click the field „Active“.

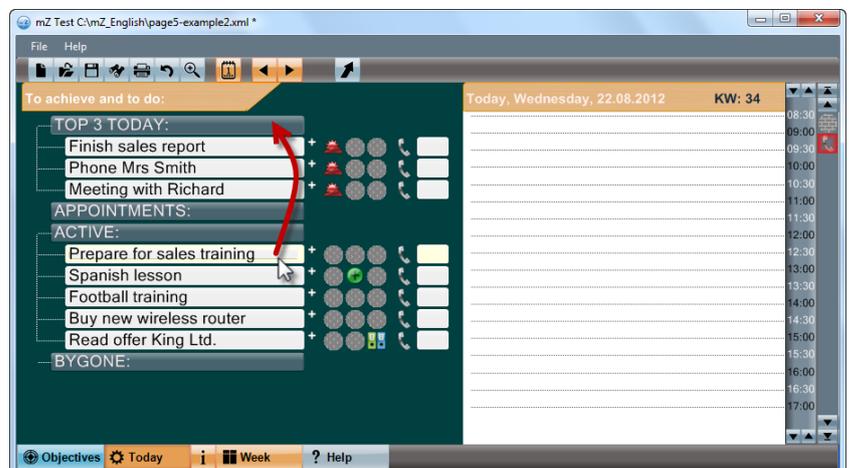


Write down the first task into the now open text field. Do so for ten to twenty tasks.



Select the three most important things to do out of this now created "task pool". Drag them to the field "Top 3 today".

Generally we will not collect these top tasks directly, but select them from a bigger pool with "active" tasks.



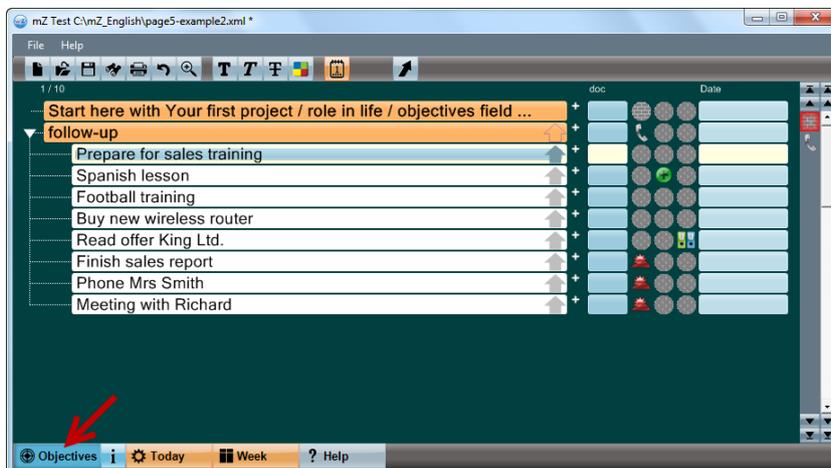
Step 6:

Creating “objectives fields”

Perhaps you can work effectively with a small number of tasks using the description from page 7. As soon as you collect more and more tasks in your pool, complexity increases and we need some organization. We organize by different roles of life and projects, each including different tasks. We want to unite all those areas, projects et cetera in a generic term, “objectives fields”.

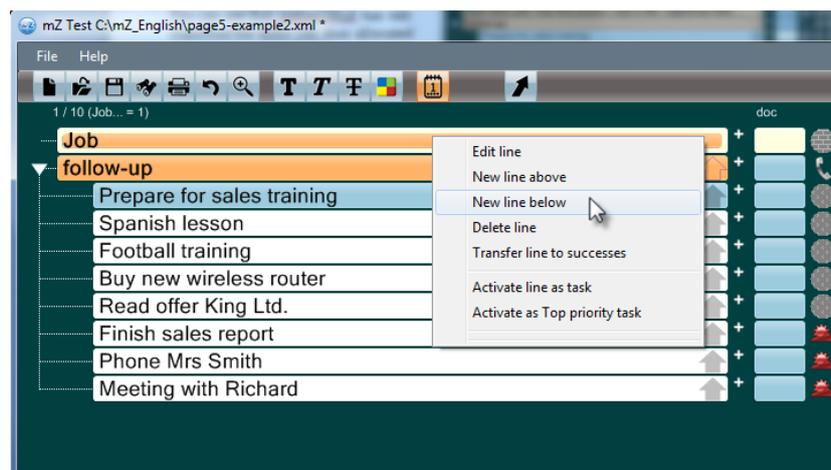
Please switch to the “Objectives”-view now.

You can see that meineZIELE has not classified the tasks yet, thus not allocated them to any project. Instead, the tasks are shown in the folder “follow-up”. Now we will create more of these “objectives fields”.



You will probably encounter an automatically generated line on top: “Start here with your first project...” Change this line to one of your objective fields, like „Family“, „Job“, „Health“, etc. It’s easy. Simply click the header and change the text. Close the field by pressing „Enter“.

Now add more roles and projects where you will encounter tasks and objectives.



You can create new lines by pressing the “Insert”-key (this only works if the line is closed, thus not editable). Furthermore, you can use the down/up arrow keys on your keyboard or the menu that opens if you right-click the line.

New lines appear automatically and indented, as you can see in the picture. The easiest way to change the indentation level is pressing the arrow keys left/right, while the line is still empty.



Step 7

Classifying the tasks

Now we can start classifying our tasks by allocating them to our recently created objectives fields.

Moving tasks is simple. Just drag an entry with your mouse (left-click)...



(A blue triangle serves as a marker for the local where the line will be moved to.)



...and drop it where you want it to be.

And how do we arrange the entries?

Within objective fields we try to organize our tasks as well. The more important tasks are placed on top and the less important ones downwards.



Organize all your tasks now. Move them to the respective objectives field. Add, if necessary, more objectives fields, such as life roles and projects. Now add further tasks, objectives and ideas to your list.

Step 8

Arranging tasks and objectives

Now we have got a clear structure of our objectives and tasks. However, some tasks are small and manageable while others are bigger and ambiguous. We obtain the necessary clarity by subdivision.

For this purpose, we transform bigger objectives to tasks, subtasks and parts of subtasks until we get small, manageable and directly executable steps. Follow this procedure until you get a kind of "good feeling" for each subtask which you have created, so that you know exactly what has to be done and you can start immediately.

Transforming the ambiguous objectives to clear tasks is an extremely important principle of success.

The technical means for structuring have already been introduced. The entry "Visit Smith Inc." in the example on the right could still be ambiguous. Right-click on the header and create a new line below to make the appointment clearer.



As seen, the newly created line can be indented and equipped with a subtask.



After some arrangements, our initially ambiguous appointment with Smith Inc. could look like the picture on the right, and we can go on specifying.



Step 9

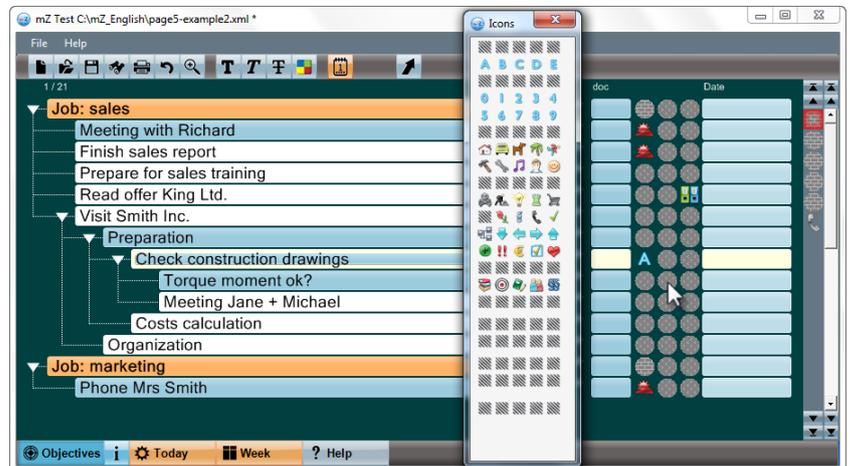
Simplifying navigation

Many meineZIELE users create 15 or more objectives fields with hundreds of tasks and subtasks. Therefore, it is important to simplify orientation and navigation in the software. For this purpose, we utilize different kinds of icons. Each objective field should be assigned a characteristic icon which helps us to navigate easily.

Up to three icons can be assigned to each line.

To set an icon, click any place-maker in the item columns. A small icon pool appears (in advanced program versions there will be more). Drag and drop any icon to the chosen place-maker.

As we will see in the next step, the first icon in an objectives field is used for navigation purposes.



In our example, the “Books”-item was drawn onto the first place-maker of the objective field “Further education”. By that, two locations change their appearance: At (1) we find, as expected, the chosen icon. At (2) we can see it again. It is the so-called “Navigation column”, which simplifies navigation. We can move from one objectives field to another with just one click.



Please add a navigation icon to each of your objectives fields. This way, navigation will be much easier especially if you have many objective fields, tasks and subtasks.

By the way: Clicking the triangles at the left of an objective field (3) renders any of its subtasks invisible. This can help you if you have many objectives with numerous tasks.

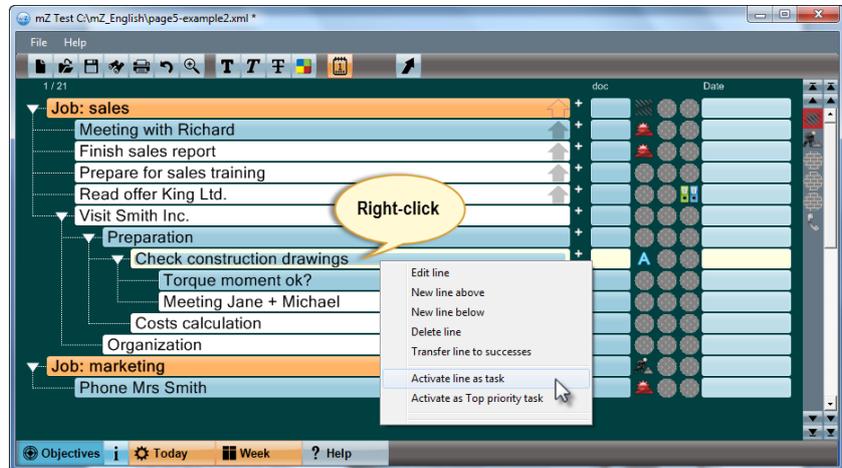


Step 10

Activating tasks

We have already seen how we can activate tasks in the "Today"-view. However, the spontaneous activation should be only exceptional. Tasks should rather be activated in the "Objective"-view.

Just right-click the task and choose "Activate line as task" from the open menu. In special cases, activate the task directly as "Top-3"-task.

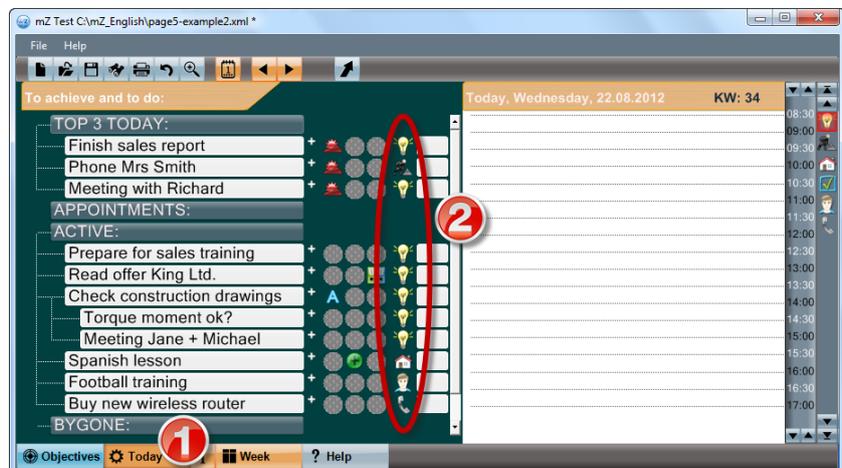


By the way, you can see by the grey arrow at (1) if the task is activated. If subtasks are invisible, a transparent arrow (2) at the header indicates that at least one of its subtasks is activated.



Now we switch to the "Today"-view (1). Here we encounter the list of active tasks, each marked with the navigation icon of the respective objective field (2). You should always try to activate the one or two most important tasks of each objective field.

With this, we always have the most important tasks of all areas of life in mind, from which we choose the top-objectives to carry out in the next time.

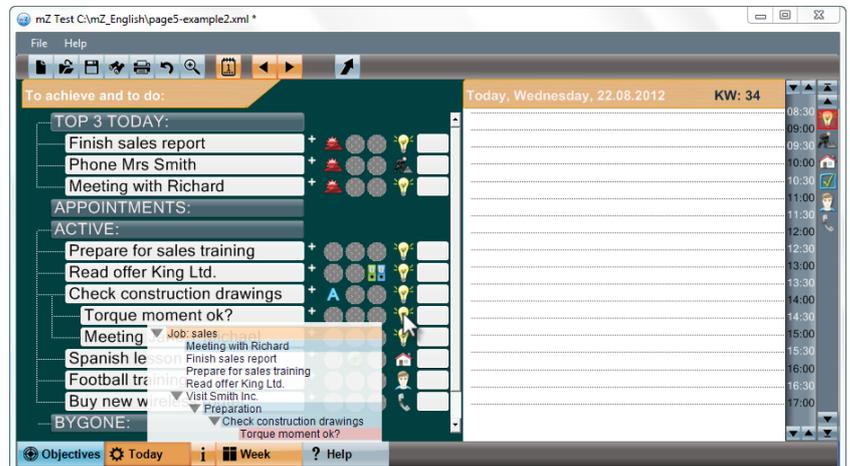


Step 11

Keeping the environment in mind

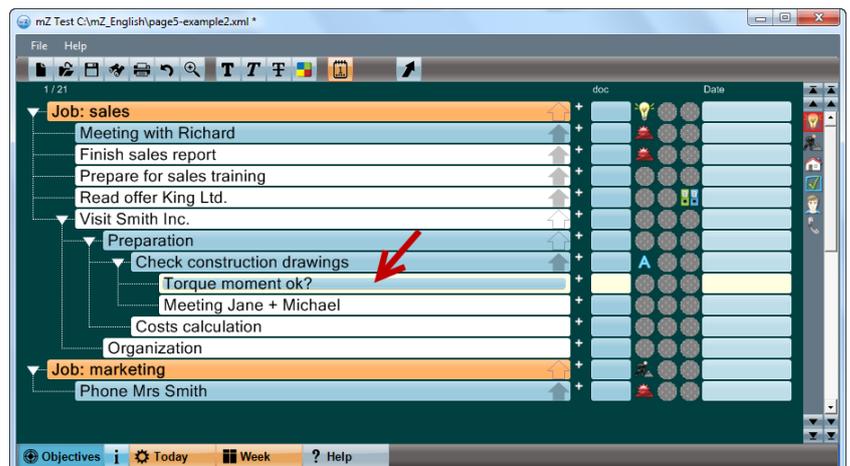
Until a task is carried out one can have forgotten its factual context and what else has to be done there. Motivation and orientation are closely linked. Therefore, it is also very important to be able to see each task as a part of a bigger project. That's why we have to keep the environment of each task in mind.

The objectives field icons also serve this purpose. Not only do they show us the appropriate objective field. A simple mouse move over the icon makes the task origin visible and shows which other things are around.



If you click the icon, the view switches automatically to the "Objectives", and there to the location where you created the task.

The selected line is emphasized by a yellow background.



Step 12

The priority cycle

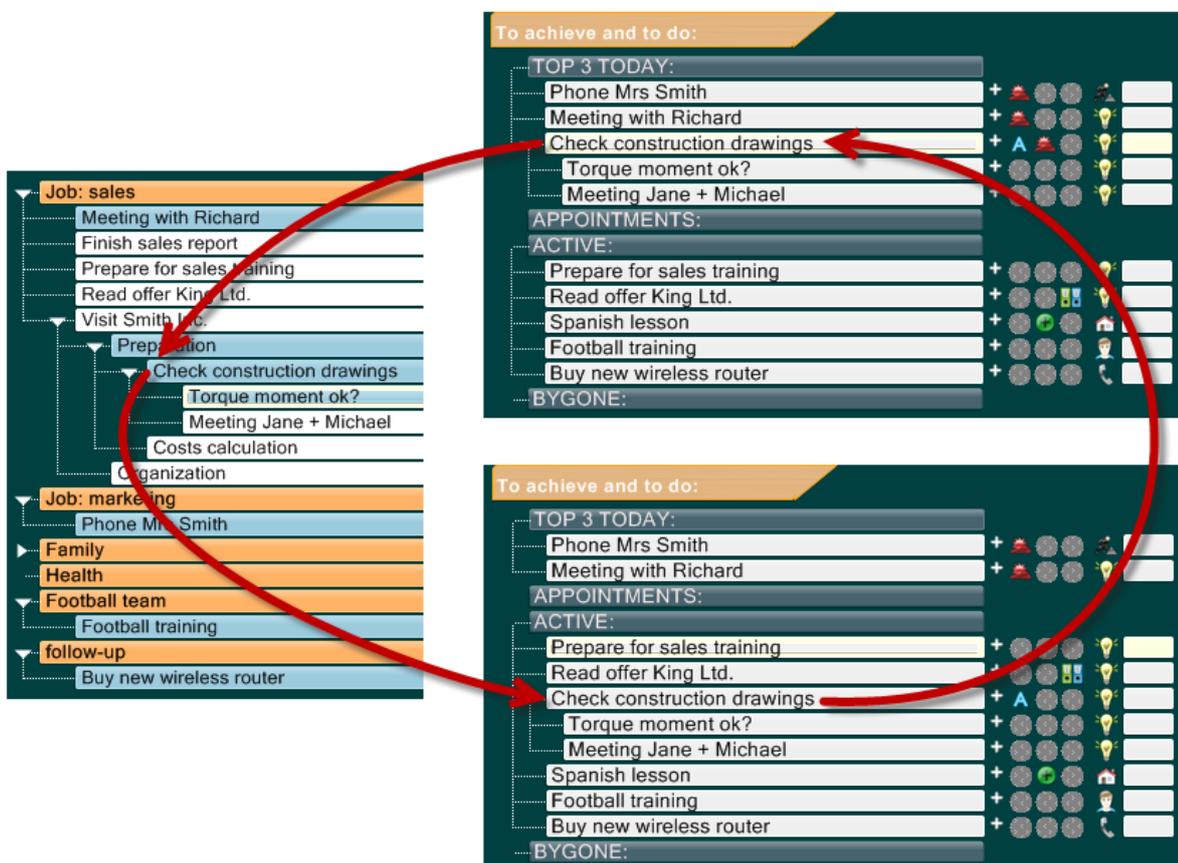
Now we have all components necessary to solve the tasks. For your success, setting priorities is essential. We sum up our duty cycle briefly and show how you go on, doing always the most important things:

You arrange your objectives and tasks in the "Objectives"-view, where you move the more important tasks closer to the top of each objectives field.

Activate the most important (one or two) tasks of each objectives field.

Within the "Today"-view, proceed according to the top-3 method: Choose the three most important active tasks and move them to "Top 3 today". Then, tackle these tasks and don't desist until you have solved them.

Finished working on a problem, click the corresponding objective field icon. You get to the structured environment of the task. Now delete the task and refresh surrounding tasks, if necessary. Then, check which task is now the most important. Activate it.



Like this, the number of active tasks in the "Today"-view is kept roughly constant and you are always concentrated on the most important things.

In this vein, you think about the importance of each task three times. Gradually, you won't concentrate anymore on "getting the things done", but on "doing more important and fewer unimportant things".

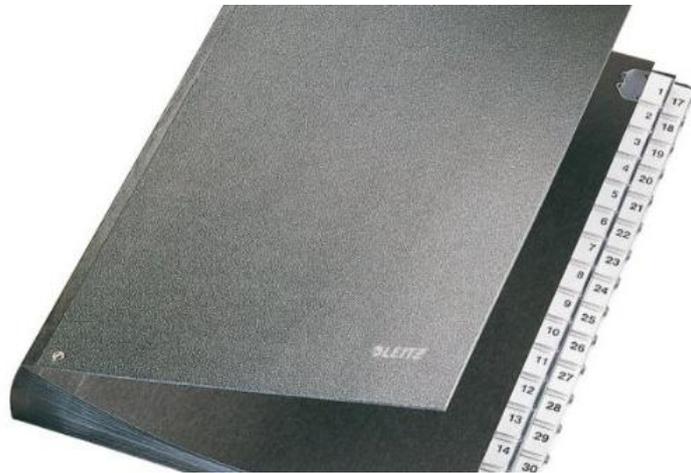
That's exactly what makes you more successful.

Step 13

Allocating paperwork

You are only ready to solve a task if allocated paperwork is at hand. We utilize a system of allocation we call “chaotic filing”. Although this term could be a little misleading, it means basically that we put paperwork into a free folder pocket and assign the pocket number to the appropriate task in meineZIELE.

First of all you need a suitable folder, e.g. the Leitz folder 5831 with 31 pockets, or any hanging file. More information can be found on <http://www.methode.de/am/zm/amzm008.htm> (in German).



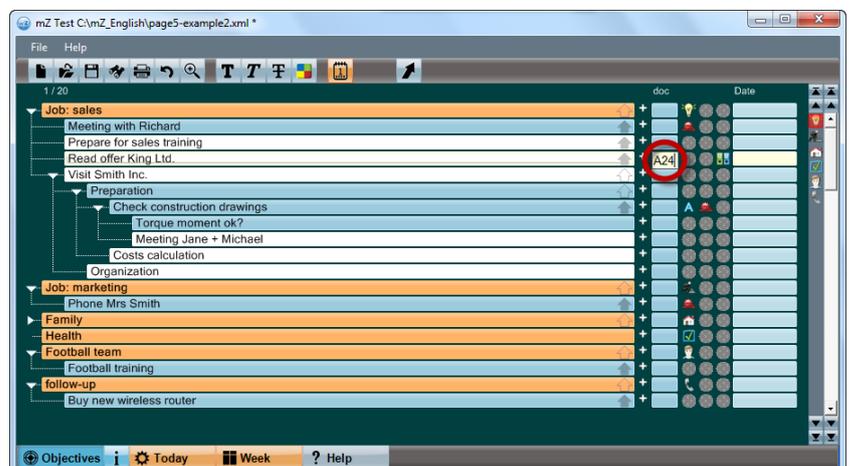
Assume that in our example a report on paper be allocated to the task “Read last visit report”.

At the moment, pocket 24 is free in our folder. We put the paperwork there and assign the pocket number to the task.



For this purpose, we use the column “Documentation” in the “Objectives”-view. Note the number, i.e. “A24”, in the documentation field behind the task. The “A” could mean the number of the folder. Other letters could be used for colleagues’ folders.

As soon as you finally tackle the task, documents are at hand quickly.



Step 14

Allocating files

More often than papers we have to search documents on the computer before we can start working. Like papers, they are often at hand when the tasks appear for the first time, or when we register it in meineZIELE.

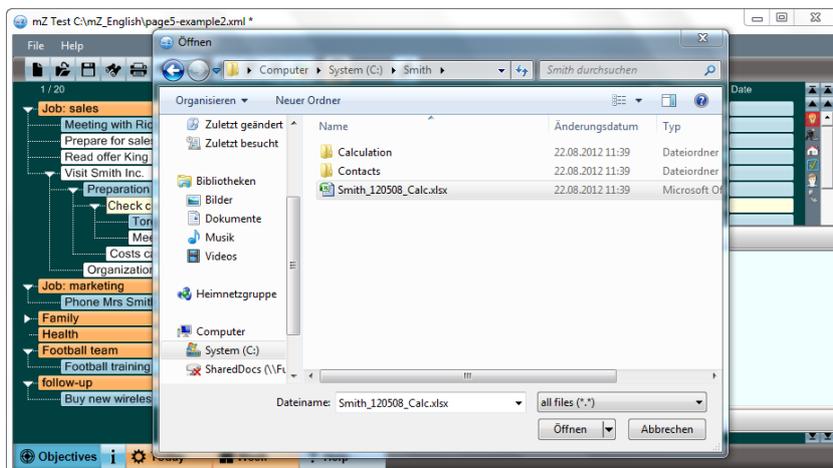
In meineZIELE, you are able to allocate files, Emails, websites, scans and more by using the "1-Click-Filing".

Open it by clicking any task header (1) and then, if not yet open, the folder symbol (2).

At the bottom of the affiliated window you choose what you want to insert into the 1-Click-Filing, for instance an existing file (3).

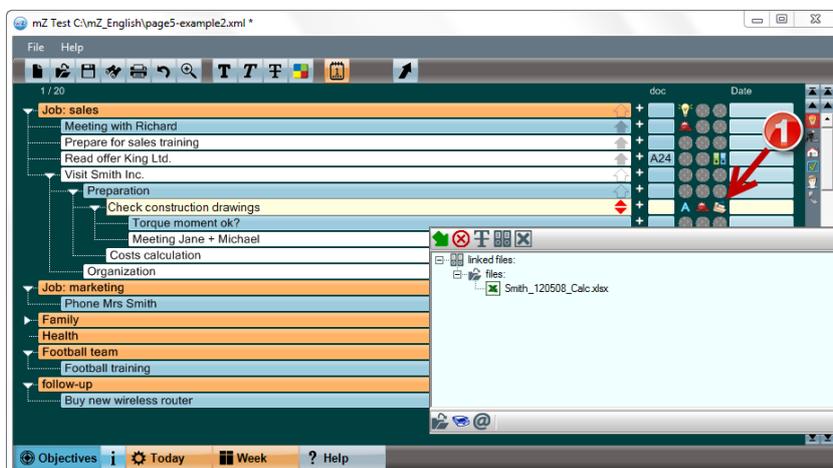


By that, a file selection dialog opens. You select the required file and confirm by clicking "Open".



The file is now registered in the 1-Click-Filing and thus assigned to the task. By clicking the task once and opening the 1-Griff-Ablage you see all documents allocated to it. You can open the file directly from meineZIELE by double-clicking.

Okay, it's even easier: As soon as you close the task, a file icon (1) appears on its right side. Click this icon and the file opens automatically.

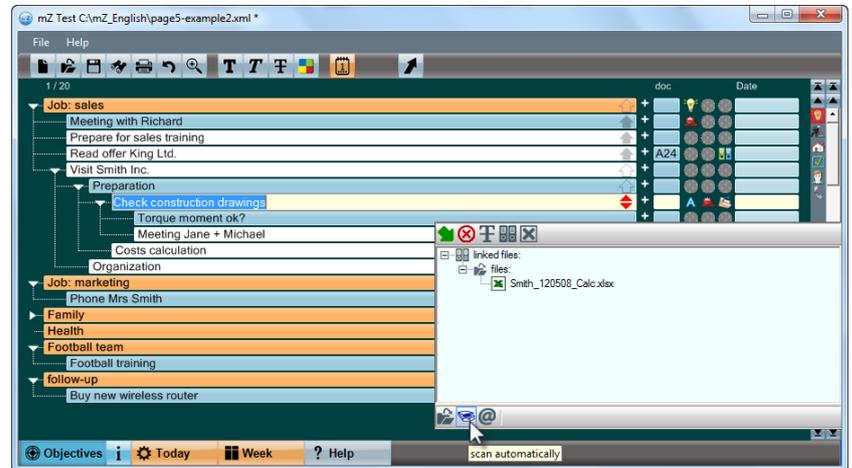


Step 15

Scanning a document

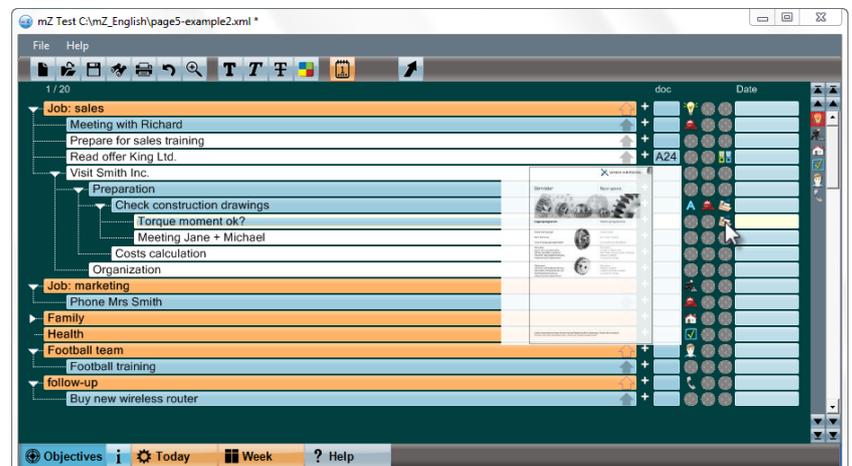
The registering process of a new task in meineZIELE is a perfect situation to scan in papers and throw away the originals. Like this, you can get a tidy desk within a few days or weeks. In meineZIELE, you will do that superfast:

Prepare your scanner, open the “1-Click-Filing” again and click the blue scanner symbol. By that the scanning process is initiated. Wait some seconds and an image of the scanned document appears. The scan itself is now assigned to the task.



If “some seconds” is too slow for you, you may want to acquire a **Sceye Document Camera** and use it instead of the scanner. Then, it’s really fast. More information on http://www.methode.de/leitz/elo/elo_dokumentenkamera.htm (in German).

One more tip: The line will be, as written, marked by a file icon. If you move the mouse over it, a miniature image of the document will be shown.



Step 16

Inserting websites into the 1-Click-Filing

Very often we have to memorize a website which corresponds to a task. Websites can be saved in the 1-Click-Filing as well.

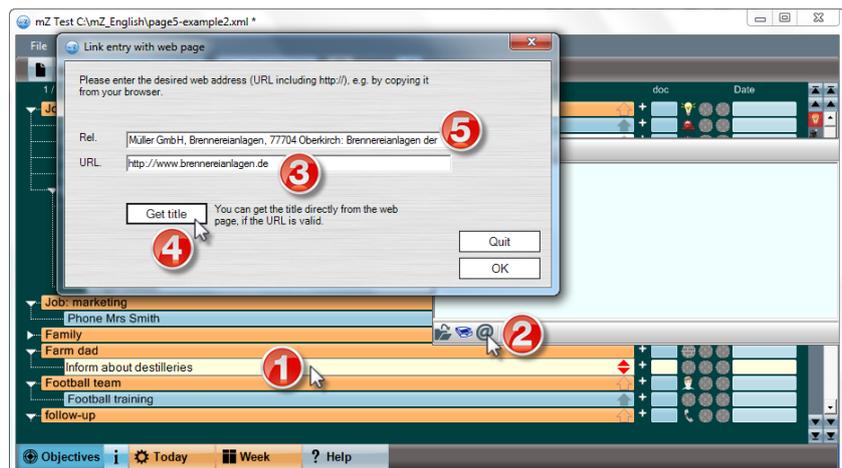
Perhaps you have an important website you want to connect with a task.

In the title line of your web browser, the page's address ("URL", normally starts with "http://") is shown. Copy the address.

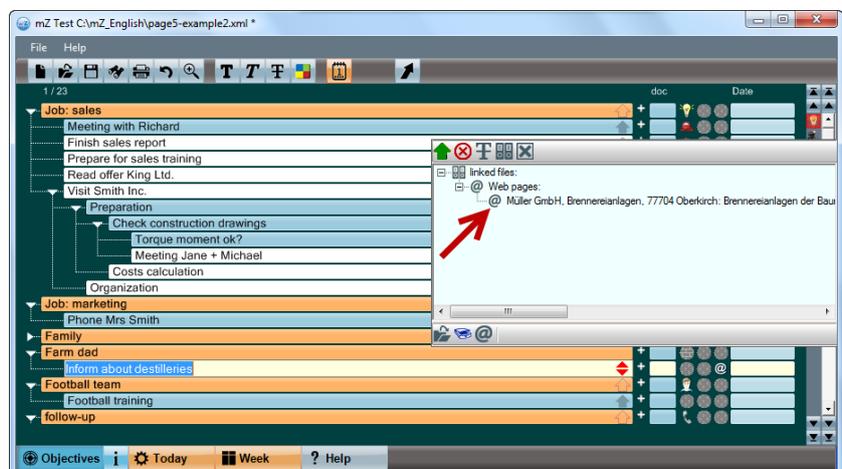


Now, open the 1-Click-Filing of your task again (1). Start the insertion clicking the internet-button (2) and copy the address to the URL-field at (3).

For a better overall view, you can click the title line button (4) as well. By that, the website title is copied and shown at (5).



As soon as you open the 1-Click-Filing again the website title is shown:



Step 17

Setting an appointment

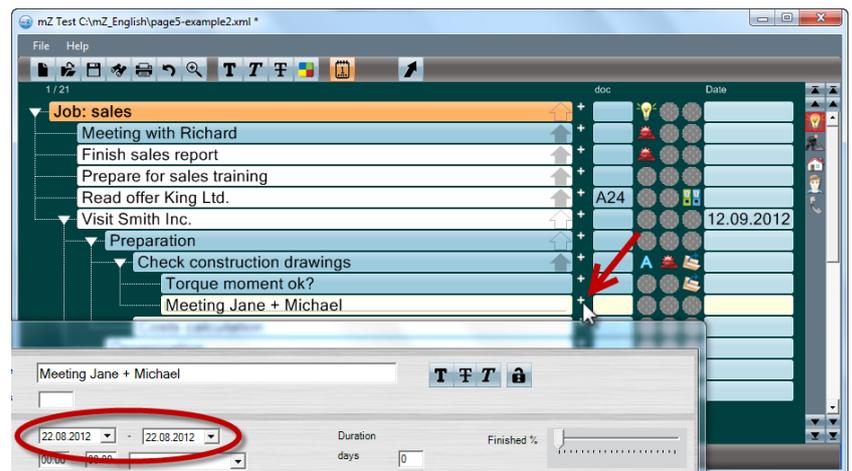
Generally, organization is accompanied by a multitude of appointments. Tasks and objectives are defined in different situations, for which reason meineZIELE provides a number of possibilities for allocation of dates and appointments.

Firstly, in the “Objectives”-view:

Click the date column of the task you want to edit, and then you add a date assigned to the task.



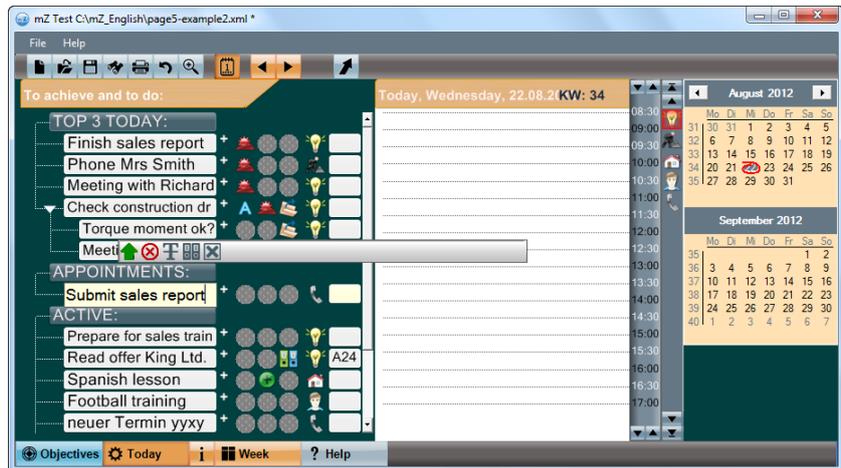
The second possibility is clicking the “+” behind the respective line. A window, “Edit details”, appears. Besides many other fields for detailed information, you encounter a box where you can add a date.



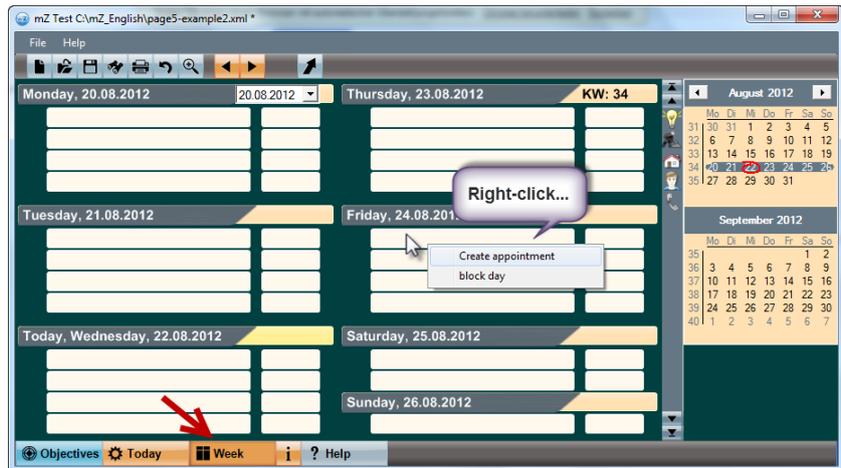
The third possibility is to show the calendar, where you can drag and drop the task to any calendar date. You can find the calendar button in the upper button bar.



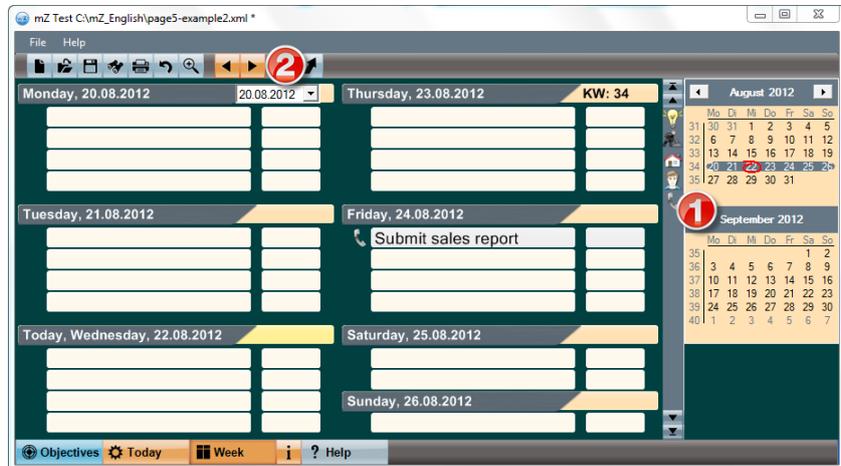
In the "Today"-view, you can drag and drop any active task to the field "Appointments". Alternatively, register the task directly in the "Appointments"-field.



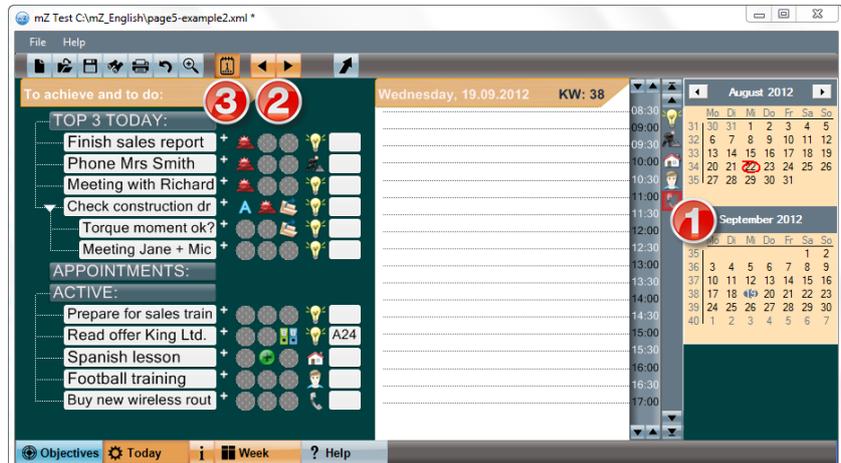
In the week calendar (and in other calendars as well), right-click any day and select the option "Create appointment block day".



Switch between different weeks and days by clicking the month calendar (1) or the navigation buttons (2).



The "Today"-view also does not necessarily address the date of today. Here, you switch the date in the same way: Clicking the month calendar (1) or the navigation buttons (2).



The month calendar can be turned on and off by using the calendar button (3).

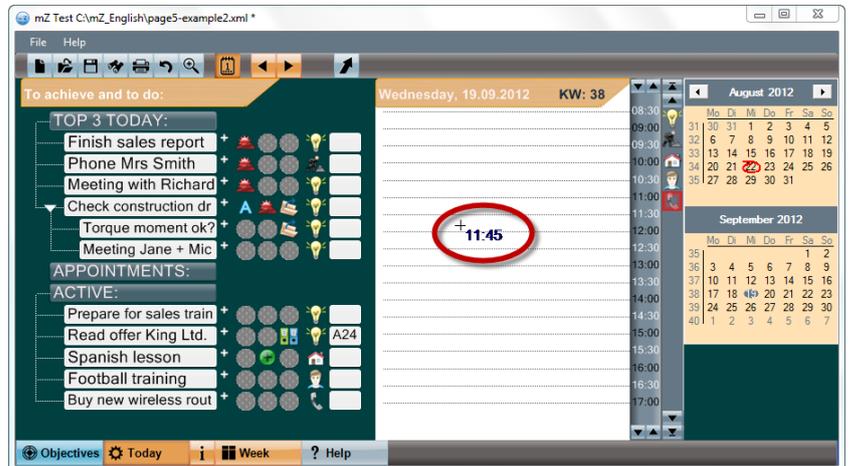
Step 18

Setting an appointment with time of day

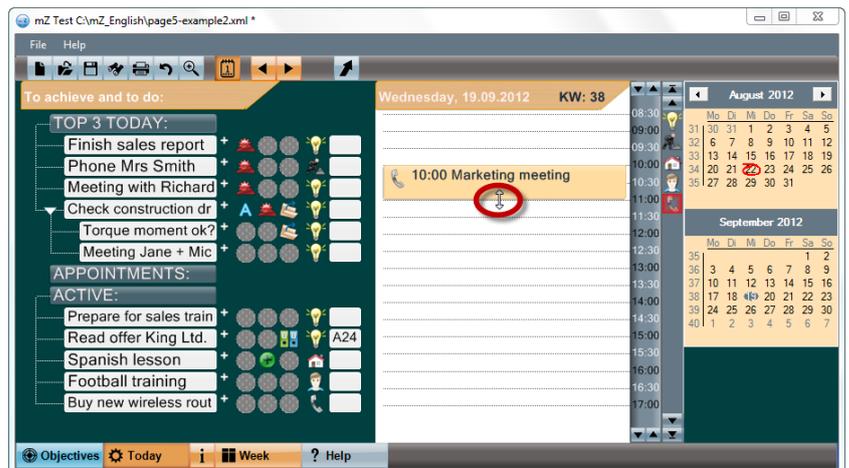
When we talk about dates, we usually don't mean just a certain day, but also the time of day and often start and finish times as well.

This kind of date is visualized in the "Today"-view on the right side.

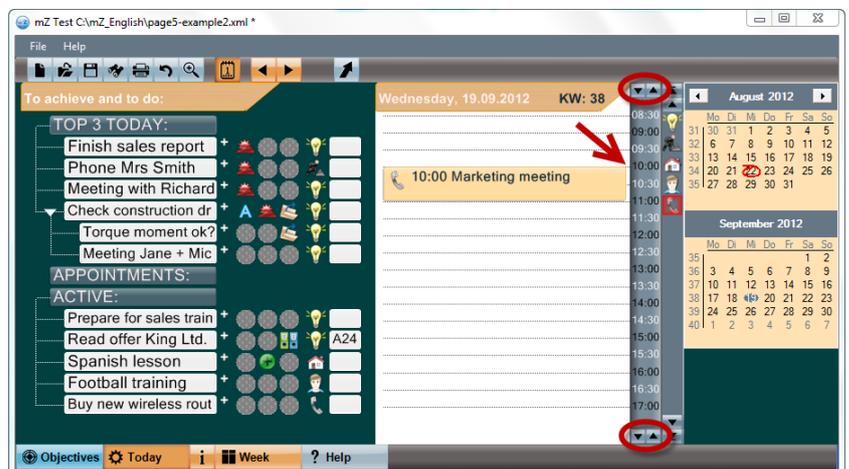
We get time of day entries by drawing a task entry onto the day schedule field or by creating the entry directly in it. If you create the task directly in the day schedule field, the mouse cursor takes shape of a time specification. By this, the beginning of a date can be set precisely.



Of course, you are able to adjust beginning, end and length of any date. Like the creation, adjustment is done by mouse.



Auxiliary lines and date entries are directed towards the time bar, which is adjustable as well. At its upper and lower end you are able to set an earlier start time or a later end time.

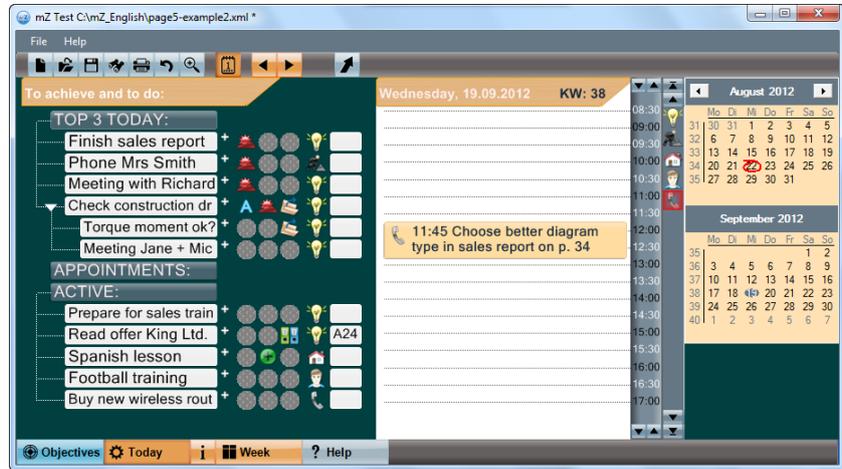


Step 19

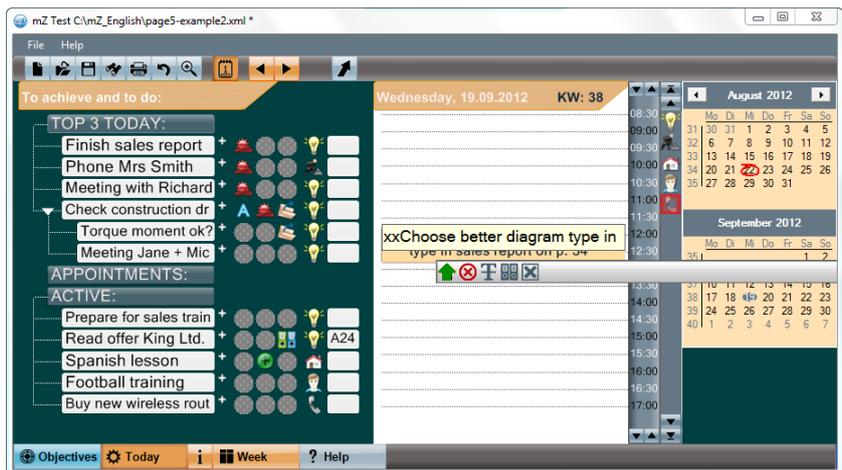
Taking notes

Entries on the right side of the "Today"-view can be displayed as multiline if the field offers sufficient space. If the day is not full with appointments, we can also insert short-lived notes on the right side of the "Today"-view.

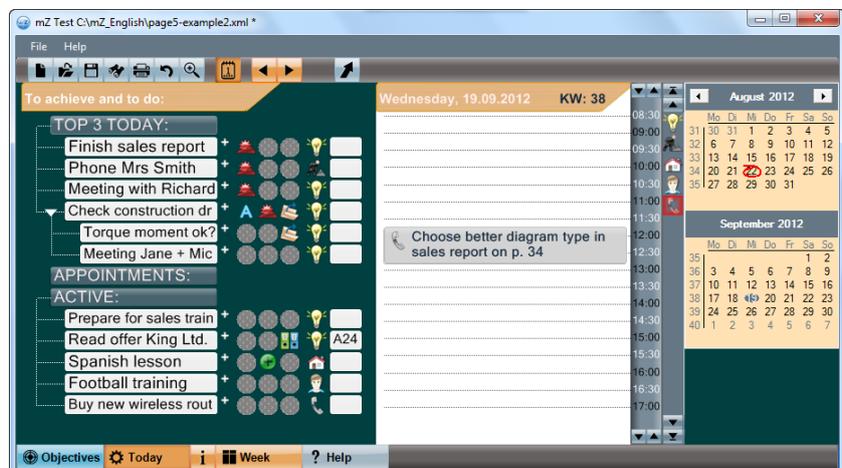
However, it could be irritating if any random note is assigned by the time of day.



Therefore we got one more hint: If you begin the task description with "xx",



the time of day will be invisible and the field will be highlighted with grey color for easier differentiation to other entries.



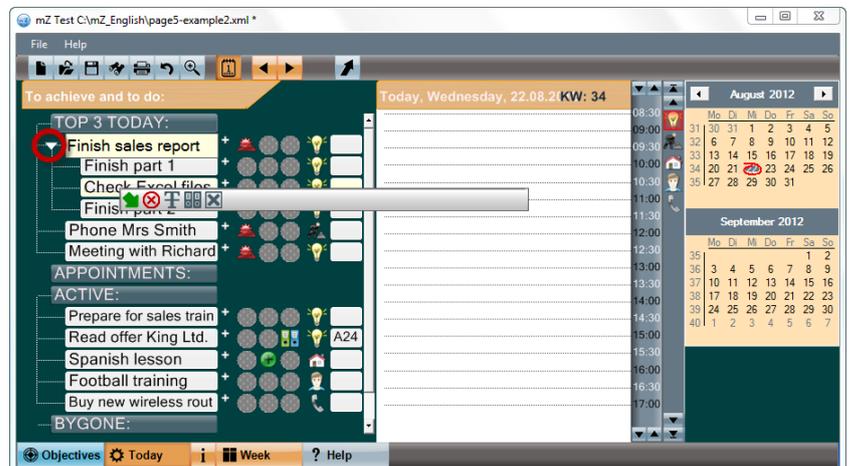
Step 20

When the day is over

Every once in a while you will see that a day is over and you did not do everything you planned for that day. Active and top tasks don't need to be carried forward. They just stay where they are. However, there are two psychologically effective procedures which are recommendable as a "good habit".

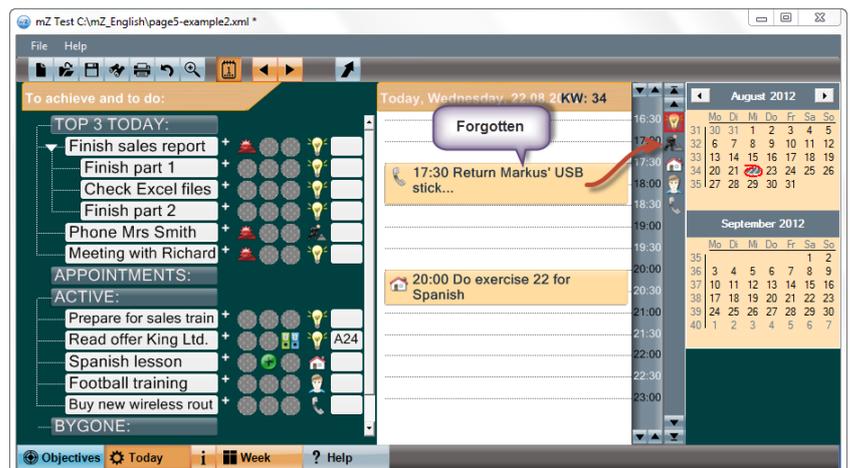
Firstly: Top-tasks which have not yet been executed should be divided into at least two parts: For that, switch to the "Objectives"-view, subdivide the task, and switch back to the "Today"-view. Perhaps you may want to accept only one of the subtasks as a top-task and set the status of the other as "active".

Possibly it is enough to reformulate the task. But never leave a top-task, which you could not carry out, unchanged.



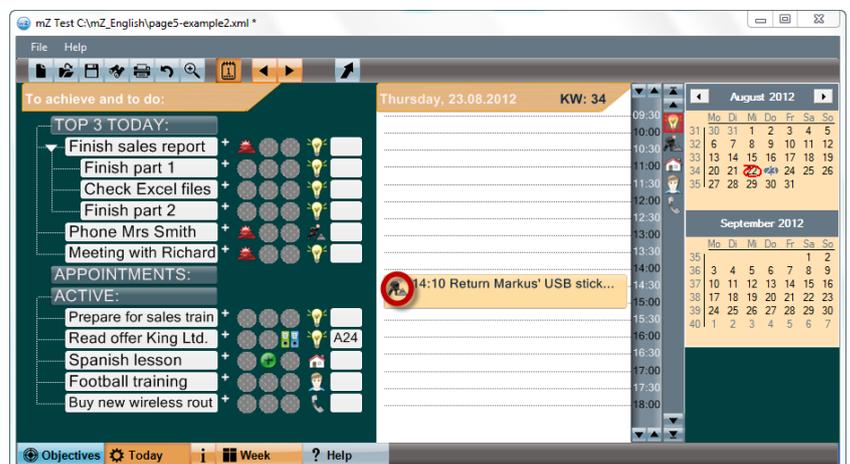
Secondly: Of course, active tasks or notes, once created in the "Today"-view for immediate execution, can also be left undone. These entries are allocated to the folder "follow-up".

However, you should assign each entry to a real objective field / life role / project. For this purpose, just drag the entry (or its objectives field icon) onto the desired navigation icon.



Thereby the entry is moved to the top of the chosen objectives field. After that, you may want to specify the entry further in factual context and importance. That's because sometimes even tasks which should have been solved quickly can be left undone for weeks.

A lot of things we do are **much less important than it seems** in the first moment.



Step 21

The power mode

Until now, we got to know some very effective success methods. Yet, we have used only a fraction of meineZIELE's powerful functions.

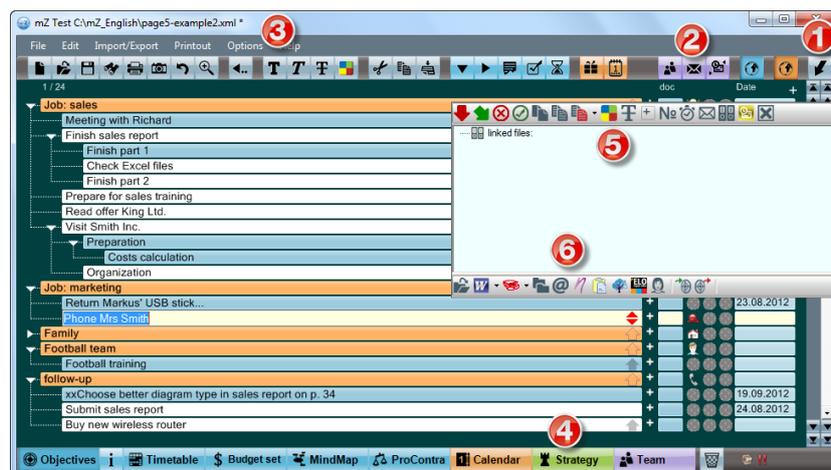
Therefore we would like to give a short preview on what comes next:

If you use the mZ Standard / Plus / Pro edition, click the power button (arrow). Note: The Easy mode does not include the advanced functions. In case of interest, download a trial version on the internet or contact us for further information or to acquire the full version.



After clicking the button, the arrow points downwards (1). If you click it again, you switch back to the easy mode. The appearance of the power button (and the other control elements as well) depends on the product version you bought from us.

About the power mode itself: Many more functions and an extensive options menu (3) are available, making the program more powerful and your work more convenient.



The available options and tools depend on the program version you have bought from us. In **mZ Standard**, there are further view options like "budget" and "mind map", more functions (5, 6) e.g. within the 1-Click-Filing and many more options. In **mZ Plus**, you can additionally use team functions, which make you able to distribute work and share tasks with colleagues in local area networks or on the internet. In **mZ Pro**, a whole strategy area (4) and team development tools are available. Moreover, meineZIELE provides interfaces with Microsoft Outlook, Lotus Notes and other software.

Please do not forget: meineZIELE doesn't make you more successful by lots of different colorful functions you will hardly use, but due to the powerful work methods being utilized. Therefore, **practice handling mZ Easy until you know it off pat**. Then, switch to the power mode, where you will delve into an extensive know-how of methods and strategy. We will support you: Each license of mZ Standard / Plus / Pro includes extensive training material (October 2012: Only in German. please contact us for further information).