FocusMe Pro Details



FocusMe Pro Features

Project Management



- Create projects including name, code, color, image, charter, priority, status, billing rate, assigned workspace and default role.
- Outlook items can be assigned to and organized by project.
- Project window for managing all project items.
- Projects can be linked to an Outlook folder, Windows folder, Outlook calendar and OneNote notebook or section.
- Organize projects by Workspace.

Email Management



- Email messages can be assigned to a project.
- File emails by project.
- 5D Processing (GTD and Zero Inbox). 5Ds - Do, Defer, Delegate, Delete, Drawer.
- Conversation tracking.
- Unsubscribe from a conversation.
- Automatic email filing.

Task Management



- Tasks can be assigned to a project.
- Tasks can have an unlimited hierarchy of sub-tasks.
- Each task can be assigned a Focus {GTD Context}
- Task Execution can be tracked using an up or down timer.
- A task can be delegated via e-mail, a unique reference ID is used to track subsequent conversations regarding the task.
- Tasks in a project can be edited and managed using a Gantt chart.
- Quickly schedule tasks to take advantage of your free time.

Calendar Management

- Appointments can be assigned to a project.

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- A role (e.g. Father, Manager, SME, Mentor, etc.) can be assigned to each appointment.
- Each appointment can track travel distances, calculated and recorded given a starting and ending address.
- Driving directions can be automatically embedded in the appointment using Google Maps.
- Keep track of how much time is spent for each project, date, role or calendar. Time data can exported for MS Excel pivot analysis.

Contact Ma nagement



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OneNote Integration



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