The maxamind app is a platform independent web application. It runs in your device's native browser (Safari on iOS or Chrome on Android) and stores your data on your device. It can function when your device is offline and safely sync your data with the maxamind.com cloud servers when online again. If you install maxamind on multiple mobile or desktop devices, the cloud services will keep them all in sync.

To get started, first go to www.maxamind.com on either your desktop or mobile device to create your account. Then follow the instructions below for installing on your device.

Installing on an iPhone

To install the app and it's offline database on an iPhone:

1. Open Safari on the iPhone and go to mobile.maxamind.com

2. The app will load and display instructions for installing on your iPhone.

3. Tap the ⬆ icon on the Safari status bar at the bottom of the screen.

4. Then tap the **Add to Home Screen** button and when the **Add to Home** page comes up, tap **Add** in the upper right corner.

5. Safari will close and a new maxamind icon will appear on your home screen, just like the icons for native apps that you have installed.

Tip: It's helpful to return to Safari and close the maxamind.com page after you complete the Add to Home process. It will avoid confusion the next time you use Safari.

6. Tap the maxamind icon to start the app and go to the **Login** page.

Installing on an Android phone

To install the app and it's offline database on an Android phone:

1. Open Chrome on your phone and go to mobile.maxamind.com

2. The app will load and display the Home Page ready for Login.

3. Tap the menu icon on the Safari status bar at the top of the screen.

4. From the menu, select **Add to homescreen** and when the **Add to homescreen** dialog comes up, select **Add**.

5. Chrome will close and a new maxamind icon will appear on your home screen, just like the icons for native apps that you have installed.

Tip: It's helpful to return to Chrome and close the maxamind.com page after you complete the Add to Home process. It will avoid confusion the next time you use Chrome.

6. Tap the maxamind icon to start the app and go to the **Login** page.
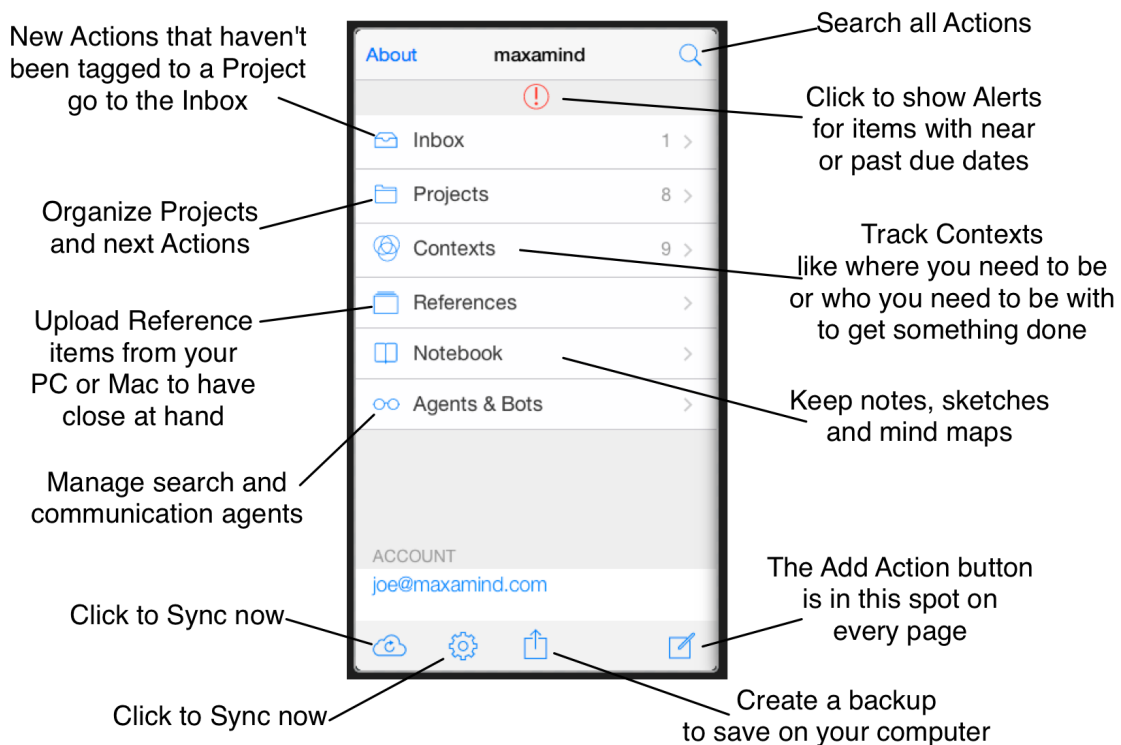
First Time Login

The first time you start the maxamind app after installing on your device, it will automatically bring up the **Login** page. Enter the **Email Address** and **Password** that you used when you created your account, along with a **Device Name**.

Important: If you are installing maxamind on more than one mobile device, be sure to choose a unique **Device Name** for each device so that the maxamind server can keep them all in sync whenever they are connected to the Internet.

Your email and password will be securely stored on the device so that you won't need to login again when you run the app.

The maxamind mobile Home page

After you login for the first time and then whenever you open the maxamind app, you will see the Home page.

New Actions that haven't been tagged to a Project go to the Inbox

Search all Actions

Click to show Alerts for items with near or past due dates

About   maxamind   🔍

⊠ Inbox   1 >

📁 Projects   8 >

Organize Projects and next Actions

⊚ Contexts   9 >

Track Contexts like where you need to be or who you need to be with to get something done

▱ References   >

Upload Reference items from your PC or Mac to have close at hand

📖 Notebook   >

Keep notes, sketches and mind maps

∞ Agents & Bots   >

Manage search and communication agents

ACCOUNT

joe@maxamind.com

The Add Action button is in this spot on every page

Click to Sync now

Click to Sync now

Create a backup to save on your computer

GTD® with maxamind

David Allen's book <u>Getting Things Done</u>[1] has been read by millions of people over more than a decade, but mastering GTD® can be a bit daunting without an intelligent tool to guide you. We've built the process in, so the maxamind mobile app makes it easy to implement the five key strategies of GTD® - Collect, Process, Organize, Review, and Do.

Some important paraphrases from David Allen:
- You can't do everything right when you think of it.
- You can't do everything at once.
- Not knowing what you are not getting done causes stress.
- Trying to remember everything you need to do causes stress.
- Writing notes on scraps of paper or lists on your device still causes stress.
- Sticking things on the calendar and then not getting to them causes stress.

The first key step of the GTD® process is collecting all of your thoughts, reminders, tasks and goals into a single, trusted repository that is always with you. Equally important though is the ability to follow through to process and be able to view those memories when you are in the appropriate context to act on them. The maxamind app starts by making it easy to process and organize while you're collecting your input – three steps ahead.

The maxamind mobile app makes it easy and natural to collect, process and organize the things you need to do, so you can put them out of your mind and be confident that you will remember them when you are prepared to act. Because you have one place to keep, process and track it all, you don't have to stress about "have I checked everything" or "do I have everything covered".

Many people find it hard to keep up with GTD, especially the Project Review-Process-Organize cycle. The maxamind mobile app keeps all of your Projects organized and in your pocket to review whenever it suits your schedule. Check your Projects list on the subway and add a few action items. Record action items for a Project during the meeting so you collect, process, and organize them all in one motion.

Finally, because you have the app with you everywhere and at all times, a simple look at your Context lists throughout the day tells you what you need to do then and there.

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[1] <u>Getting Things Done – The Art of Stress-Free Productivity</u> ©2001 by David Allen – We highly recommend that you read the book to see how to best employ maxamind into your own workflow.

Here's an example:

You are watching the evening news at home at 11 PM and you get a great idea that you need to discuss with your boss.

You grab your phone, open maxamind and tap the ever-present "Add" button on the toolbar and see the New Action page.

You type the note to discuss the important contract point, tag it with the context Mr. Big, tap High Priority, click Save, put it out of your mind and sleep soundly.
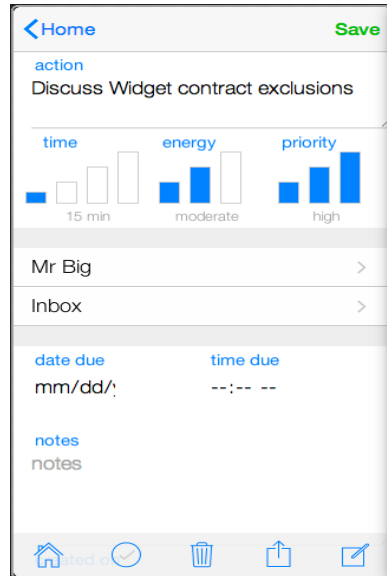
A quick note marked high-priority and tagged for Mr. Big

The next day, or whenever you next meet with Mr. Big, you open the app, click on Contexts, Mr. Big and go through your list of things to discuss.

You tap View by Priority and there is that important note at the top of the list. You talk, you check-it. Done.
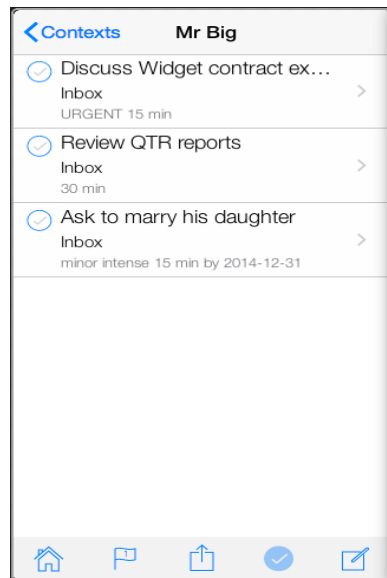

Your Mr. Big list by priority the next time you meet

If you really needed to discuss this with Mr. Big tomorrow, you could have set a Due Date when you saved the action.

Actions that have a Due Date show up in the Alerts list on the Home screen when they are nearly due or overdue.

- Overdue items are listed at the top in red
- Items due today are listed next in yellow
- Items due in the next five days are in green

You can tap on the item to get the details or edit it, or check it done right from the alerts.
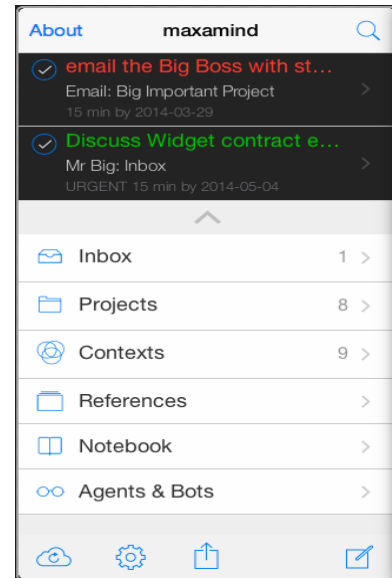
The home screen Alerts list shows ordered, color-coded links for due or overdue actions

Collecting

Using maxamind mobile on your phone makes collecting a snap. It's always with you, and collecting a new item is never more than two taps away – tap to launch maxamind, if it's not already open, then tap on New Action.

Every page of the maxamind app has the New Action icon at the bottom right.

Tap New Action from any page and start typing or hit the microphone button to dictate a quick description of the idea, task, reminder – whatever you need to do. If you start from the maxamind Home page, the New Action will default to the *Anywhere* context and the *Inbox* project. If you start from a Context or Project page, the context or project will be automatically set to that page. In any case you can tap the Context or Project to select a different one from the list.

You can add a new Context or Project to the list by tapping the Plus icon at the upper right whenever a list is displayed.

Processing

Organizing

Every Action item in maxamind is organized by Project and Context. When you first create your maxamind account and repository, a few typical Projects and Contexts are setup automatically. You can add any number of Contexts and projects to suit your work and workflow.

Here are some suggestions to get the ideas flowing:

- Create Contexts for the people or groups you work with like your boss, assistant, team members or clients to track things to do when you are with or talking to them.

- If you work in more than one location, create a Context for each to tag things to do while you're there.

- Create Projects for any longer term work that will require multiple Actions to complete and review your Projects regularly to identify and track next Actions.

- Take a moment to tag high priority items rather than use dates as a proxy for importance.

- Include Due Dates for Actions that have them and pay attention to the Alerts that show up when they are coming due.

- Add Action items to a Project during meetings including notes with any details for each one. If someone else is responsible get it done, tag the Action with that person's Context for later follow-up.

You can set the Context or Project for any Action when you add it or change it later by tapping on the Action from any list. When the Project or Context "pick list" is displayed, you can either choose one of the listed items or Add a new one by clicking the $+$ at the top, right on the menu bar.

Reviewing

Done

Release Notes – Beta 2-02

Known iOS 8 bugs – There are two severe javascript bugs in iOS 8 that affect the maxamind mobile app. We have implemented a fix via a workaround for one of the bugs but the other has no fix at this time.

1. Alert and confirm dialogs – The native dialog boxes caused the app to crash. They have been replaced with (much better) versions resulting in a permanent improvement to the app. This bug was critical so a workaround was needed right away.
2. Phone sleeps with app open – There is no workaround for this bug as of yet. If the phone goes to sleep while the app is open, when you wake the phone up the app will still be active but the user interface will not respond. The user must exit and reopen the app in order to continue working.

New features in Version 2.02

1. New and improved alert and confirmation dialogs to replace broken native iOS 8 dialogs.
2. "References" has been removed since it is not yet ready.
3. Added the new notebook feature – For now, all notes will be saved and will appear in the order they were taken. "Journal" mode allows you to browse notes by the date they were taken. The plan is to enhance the notes utility to make it flow like an outline; the outline move controls are present in the app but not yet working.
4. The search function will now include notes in a search. From the search screen a note can be edited or assigned to a project or context like an other action.