

# Frequently Asked Questions

## What is maxamind?

maxamind is an app that helps you manage daily life and increase your productivity. It allows you to store you valuable thoughts and ideas in a trusted place that you have at your fingertips all of the time.

## How do I get started?

When you signup for maxamind you can immediately begin entering all of your “to-do” items into the appropriate context and assign items to a project.

When you have a meeting with Mr. Vandalay, you check maxamind to remember that you need to ask him about plans for the latex shipment.

## What is a “context?”

A context is a time, a place, a person, a resource (i.e. computer, internet), or even a particular task. When you are near your phone you are in the context to make a call. Your “calls” context reminds you of the calls you need to make, how important each is, how long you expect to be on that call and all of the appropriate notes you have included.

The idea is to record things you need to do in a particular context so that you can forget about them when you’re not in that context.

## What is a “Project?”

A Project is exactly what it sounds like, something important that you have to manage with many ongoing tasks. With maxamind you can store all aspects of your Project on your mobile device and out of your head, off your mind but still at hand.

## What is GTD®?

GTD® is “Getting Things Done,” a time-management method, described in a book of the same title by productivity consultant David Allen.

The GTD® method rests on the idea of moving planned tasks and projects out of the mind by recording them externally and then breaking them into actionable work items. This allows one to focus attention on taking action on tasks, instead of on recalling them. (wiki)

### **Who is maxamind designed for?**

Maxamind is great for everyone!

A latex salesperson can assign each of their clients to a project and remember to call them when they are in the right context.

An heiress to a candy bar company can remember what clothes she needs when she is at the mall, because “the mall” is in her context list.

A personal assistant can look at her phone to remember the errands she needs to run for her boss.

A student can use maxamind to keep track of their homework, or work they need to do at home.

### **How can I backup maxamind?**

Backing up maxamind is a quick two-tap process. At anytime you can click the “share” icon at the bottom of the screen and all of your maxamind data will be safely backed up.

### **What devices can I use maxamind on?**

maxamind 2.2 is optimized for small screen mobiles, i.e. smartphones. maxamind is platform independent and can be used on devices running iOS with Safari, devices running Android with Chrome and Windows Mobile devices.

### **Can I use maxamind on more than one device?**

Yes, you just need to create a unique for each device.

### **What does a maxamind subscription provide?**

A maxamind.com subscription allows you to install the app on as many devices as you like and keep all of you data synced among your devices automatically.

**Where is my data stored?**

A copy of all of your contexts, projects, notes and tasks is auto-stored on each device. To make it work across of your devices and provide a backup, data is encrypted and stored on maxamind servers.

**What kind of encryption is used to secure my data?**

maxamind servers store data using highly secure encryption based on your ID and password. All passwords are stored securely so not even we at maxamind can discover your password or decrypt your data.

**Is maxamind available when I am offline?**

Yes. Whenever you make a change on a device the changes are stored on that device, if an Internet connection is available, the changes are also saved to maxamind servers. If there is no connection available the next time the app is opened and the device is online all changes will be sent to the server.