



# To Do Tagging with TASKey<sup>®</sup> Me2Team – FREE Apps

## To Do tagging

To Do tagging makes it easy to share and control who sees your tasks and To Dos.

## Personal To Do List

A personal To Do list is a great way to get things done. You can add important To Do's and tick them off when they are done.

You don't get stressed trying to remember your To Dos, or get annoyed at yourself, when you forget when you or someone else did something.

## Networking Team To Do's

Most of your To Do's are personal, but some important To Do's require coordination with family, friends, work colleagues or other people.

When you are depending on someone or they are depending on you to do something, mutual To Dos need to be synchronized. By synchronizing To Dos, relevant changes and updates by another team member are automatically updated for all team members.

## To Do's from many sources

To Do's come from many sources like:

- Personal activities;
- Team activities;
- Planned and unplanned meetings; and
- Formal and informal projects and tasks.

Unfortunately all these To Dos can change as the situation and people involved changes. So it is hard to be certain that your To Do list is up-to-date and you are actually making the best use of your time.

## Manual To Do lists don't work

Managing your own list (even when electronic) is hard work, as you have to:

**Keep track of many sources of To Dos**, to identify To Dos and then manually add or edit them on your list.

**Constantly check** for relevant changes

**Chase other people** to find out what is happening and what they have done.

**Incorporate other people's changes** into your personal To Do list

**Waste your time doing something unproductive** because you didn't know what to do or the situation or priority has changed

## The Challenge

The challenge is to see all your important To Do's on a networked up-to-date To Do list, so each person only sees what they need to know.

## The Solution –To Do Tagging

Me2Team uses To Do tagging to network To Do lists and automatically sort To Do's, update changes and track progress. Me2Team provides the information you need to know about what is happening and how to get things done.

## Free Easy Access

Me2Team Free online software and Free Apps (iPhone, iPad, Android & Windows phones and tablets) make it easy to access and update your personal To Do list from anywhere at any time.

## Privacy and Security

You can choose to keep your To Dos private or share them with anyone you choose. You can add or delete the people who can see your To Dos at any time.

## Stay Informed

Me2Team keeps relevant team members informed by email about any changes that affect them. You catch up on what has been happening by viewing a list of changes that have recently affected you.

## Send To Do's to your Calendar

You can email a To Do to anyone to add to their calendar.

## Benefits of To Do Networking

Here are just a few of the benefits:

- Take control of your life
- Free Apps and Free online software keep you up to date wherever you are
- Easily coordinate with family, friends, work colleagues and other people, anywhere at any time
- Spend more time getting To Dos done and less time sorting out what to do
- Reduce meetings and other wasted time
- Experience less frustration and stress
- Be super productive
- Get it together and get it done!