

P4W

Priority, What, When, Who and Where

Premise: Tasks having context are way better than tasks which don't, they can be categorized, group, searched and analyzed based on these contexts.

But all contexts aren't created equal, then why should their prefixes be? And having defined categories of contexts makes life easier. The task list should be easily enterable and readable by eye with familiar symbols marking contexts.

The categories P4W - Priority, What, When, Who and Where.

n.n (pri) #action for +project with &person at @place on -today

1. (B) #email &john regarding the new design for +p4w -today

Priority:

Weight/Priority of this task.

(A), (B), (C), (D)

What: Project: prefix +

The project in which this task belongs. (one +)

Ex. +project, +p4w

What: Action: prefix

Verb, Action item in the task. (two +s making a #)

Ex. #email, #call, #code, #analyze, #meeting

When: prefix -

Time bucket for this task.

Ex. -today, -week, -month, -backlog

Who: prefix &

Person involved in this task or delegated to. (you & who?)

Ex. &kaushik, &bill, &jane

Where: prefix @

Place where you want to do this task. (happens @ where ?)

@home, @work, @paris, @mall

Subtasks

Uses the id. Subtasks have decimal part. All tasks between n and n+1 are subtasks of n.

Best said with an example.

2. (B) new year gifts

2.1 (B) #buy gift for &jane @mall

2.2 (B) #buy gift for &bill @walmart

Few other contexts which may be added to add value.

Effort prefix =

Track the effort spent on a task. = followed by an integer representing denomination of your choice, hours, days or pomodoros.

3. (B) #write doc for +p4w =2

Dependent tasks prefix !

A task which this task depends on.

4. (A) #ship documents to &jane +newapp !3

What is dropped.

Created Date Time.

It's really cumbersome to type in YYYYMMDD for each task you create and also the creation date serves very little purpose.

Completed Date Time.

It's easier to add one date to the done.txt and list the tasks done under it rather than adding done date to every other task. More readable.

Done.txt

20190101

X (A) #call &jane

X (B) #code +p4w demo @work =2

X (A) #call &dad @home

20190102

X (B) drop car for service

X (B) #email john about +p4w

Due

Due serves very little purpose unless you search the task list for the current date YYYYMMDD, the scheduling for such tasks must be done on an actual calendar application or reminders which is more meant to do such jobs.

id:value

Again, they make the task line complex, less readable, all necessary purposes would be met by P4Ws themselves.