

“Productivity Magic”

User Manual

THE FOLLOWING TERMS AND CONDITIONS APPLY:

While all attempts have been made to verify information provided, neither I, nor any ancillary party, assumes any responsibility for errors, omissions, or contradictory interpretation of the subject matter herein.

As the FTC Rules requires, we do not guarantee or imply that by using this tool, you will get rich or make money at all.

Software and associated files is distributed as is without any warranty of any kind, either express or implied.

Software and associated files is not freeware or shareware.

Selling or distribution of the code (in whole or in part) of this program without prior consent is expressly forbidden.

This software produces files (.csv files) that can be added to Google Calendar. Google Calendar is owned by Google LLC. The creators and sellers of this software, have no relationship with Google or Google calendar.

Introduction

“Productivity Magic” is a windows software that allows you to quickly convert “To-Do” lists into projects that can be then added to your Google Calendar within minutes.

Let’s see how to make this possible.

Creating a Project...

Creating a project is very simple. To get started, add a name to it and create a list of tasks...



Then we’ll set the duration of each task. To do this, just use this format:

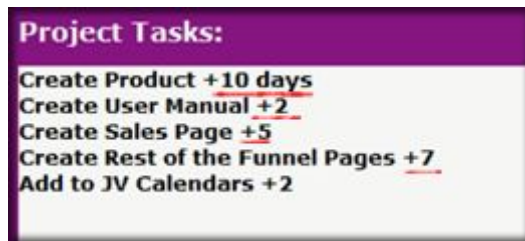
“+ x days” or “+ “x”

Example:

“Create Product + 10 Days”

Or

“Create Product +10”



As you press “Enter” (to jump to another task) or when you click “Create Project!”, the software will be automatically calculating the “Start Date” and “End Date” of each task and you will see this information in the grid.

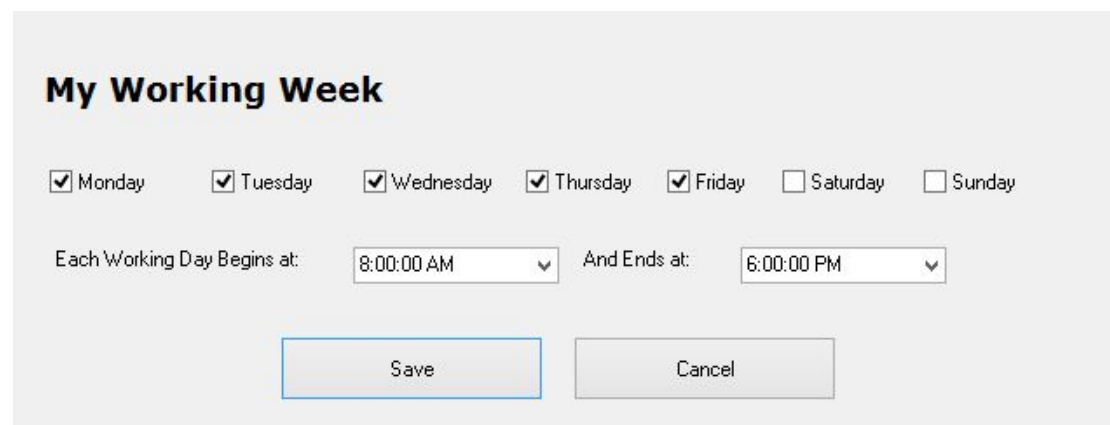
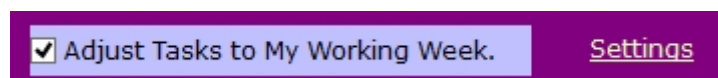
Export Project to .CSV For G Calendar			
Task	Start Date	End Date	Task Duration
My Project: Create Product	27/01/2020	07/02/2020	10
My Project: Create User Manual	10/02/2020	11/02/2020	2
My Project: Create Sales Page	12/02/2020	18/02/2020	5
My Project: Create Rest of the Funn...	19/02/2020	27/02/2020	7
My Project: Add to JV Calendars	28/02/2020	02/03/2020	2

Comments:

1. Each task will start, when the previous task ends.
2. If you change the duration of a task, everything will be re-calculated (feel free to change the duration of your tasks).
3. Your working days will be considered for each calculation (for example, if you don't work on Saturday and Sunday, no tasks will be assigned for these days).
4. The current date (Today), will be set as the “Start Date” for the first task (unless this date is not a Working day for you - in this case, the software will re-calculate it).

Tip for the First Task: As the first task uses the current date for the “Start Date”, if for any reason you don’t want to start this project right away (maybe because the day is finishing or the current time is beyond your working hours etc), we recommend you to add another day to the duration of this first task.

To set your Working Week to your needs, click the “Settings” link:

A screenshot of a settings form titled "My Working Week". The form has a light gray background. At the top, there is a title "My Working Week" in bold black text. Below the title, there are seven checkboxes for the days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Monday, Tuesday, Wednesday, Thursday, and Friday are checked, while Saturday and Sunday are not. Below the checkboxes, there are two dropdown menus. The first is labeled "Each Working Day Begins at:" and has "8:00:00 AM" selected. The second is labeled "And Ends at:" and has "6:00:00 PM" selected. At the bottom of the form, there are two buttons: "Save" and "Cancel".

Remember: The software will consider your working days to calculate the “Start Date” and “End Date” of each task.

For example:

Suppose that you don’t work on Sundays and that you have a task that starts on “Monday”...and has a duration of 7 days.

If so, this is how the End Date will be calculated...

Monday (Day 1)
Tuesday (Day 2)
Wednesday (Day 3)

Thursday (Day 4)
Friday (Day 5)
Saturday (Day 6)
Sunday (--- Skip No Working Day ---)
Monday (Day 7 --- End Date for this task,)

Please notice that the software will only ignore your non-working days. If there are other days that you want to ignore (like holidays or specific dates where you know that you won't be able to work on your project), we recommend you to consider them at the moment of setting the duration of your tasks (adding a couple of extra days to your tasks it's always a good idea).

Working Hours: The working hours are not used by the software for the calculations but allow you to specify this information as it will be used by Google calendar.

Each Working Day Begins at: And Ends at:

Preparing Your Project for Google Calendar...

Ok, we have everything ready. The final step is to create a .csv file that we'll upload to Google calendar (this .csv file will have our tasks with their "Start" and "End" dates) from where we'll be able to easily manage our project.

Here are the steps to export your project to a .CSV and then upload it to your Google Calendar (you'll be able to do it in 1 minute or less - it's really fast).

Step 1: Export your project to a .csv file.

To do this just click this button:

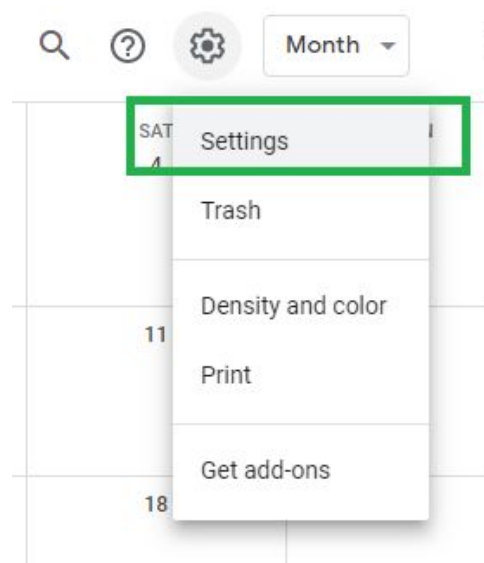


After doing this the software will open a folder with the .csv file.

Step 2: Go to Your Google Calendar Account.

Don't remember the url? It's <https://calendar.google.com>.

Step 3: Click Settings...



Step 4: Click "Import & Export"

← Settings

General ^

Language and region

Time zone

World clock

Event settings

View options

Events from Gmail

Keyboard shortcuts

Add calendar v

Import & export

Step 4: Click “Select File From Your Computer”

Click the button and select the .csv File that the software created.

← Settings

General

Add calendar v

Import & export ^

Import

Export

Import

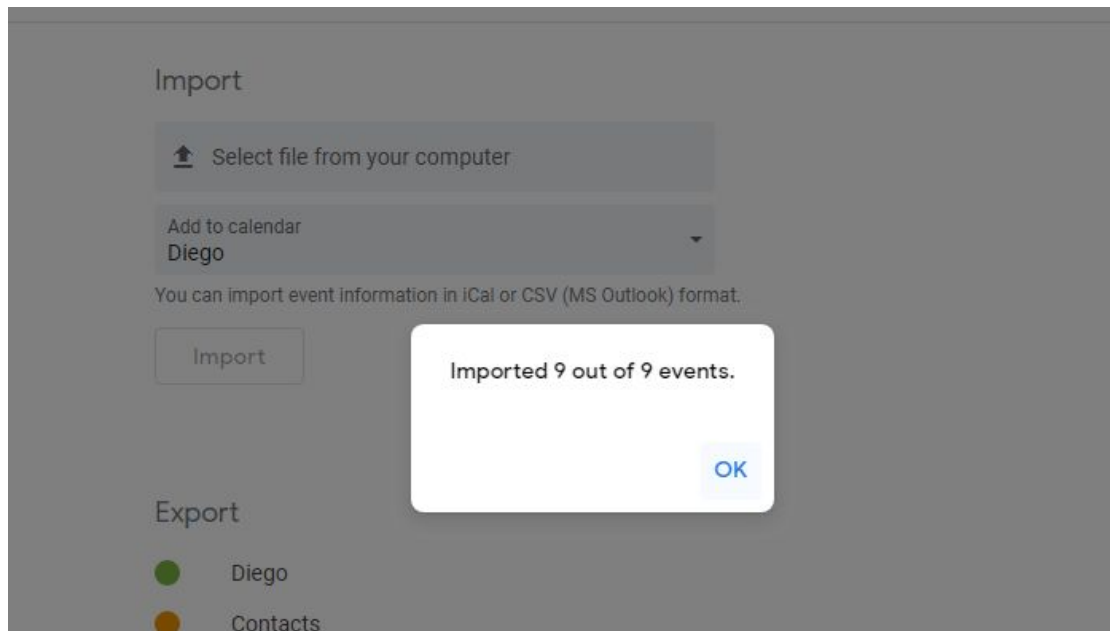
↑ Select file from your computer

Add to calendar v

You can import event information in iCal or CSV (MS Outlook) format.

Import

Then click “Import” button and that’s all.



The system will show you a success msg and will tell you the number of events (your tasks, Google calls them events) that have been added to your calendar and that's all.

Comment: Most of the times you'll see that Google added more events (tasks) than those that you've originally had. For example, if you had 5 tasks, you may see that there were imported 7, 8 (or more) tasks to your calendar and this is ok as our software had to prepare the things this way to adjust to your working week.

After importing the .csv file, you can click the "Back" button that you can see below, to return to your calendar....

← Settings

General

Add calendar

Import & export

Import

Export

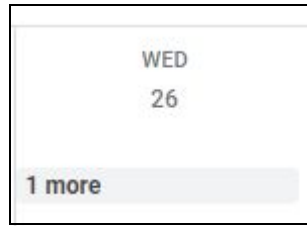
And here we can see some of hour tasks:

Today	<	>	February 2020							🔍	?	⚙️	Month	⋮	🌐
MON	TUE	WED	THU	FRI	SAT	SUN									
27	28	29	30	31	Feb 1	2									
Bam My Project: Create Product															
3	4	5	6	7	8	9									
Bam My Project: Create Product (2)															
10	11	12	13	14	15	16									
Bam My Project: Create User Manual		Bam My Project: Create Sales Page													
17	18	19	20	21	22	23									
Bam My Project: Create Sales Page (2)		Bam My Project: Create Rest of the Funnel Pages													

Final comments:

- When a task is set to start and end in the same date for some reason (maybe its duration was 2 days but there was a non working day in the middle etc), you won't see it in color (like the green that you see), but you'll see it.

- If you can't see a task, the task may be there but under "[x] More ("1 More" etc)". Here's an example:



Finally, if you're new to Google Calendar and want to take advantage of some of its awesome features, i strongly recommend you to read this:

<https://blog.hubspot.com/marketing/google-calendar-tips>

It has very good tips that will help you to get the most of this tool.

That's All!
