

## Illustrative Project Files

### A non-repeating project

agenda: Fix light

tasks:

- a: Remove old halogen bulb  
c: Home
- a: Buy similar bulb  
c: Errands
- a: Install new bulb  
c: Home

### A repeating project

agenda: Repetitive Project

due: 2007-05-18

repeat:

byweekday: FR  
frequency: WEEKLY  
interval: 2

tasks:

- a: First task  
c: Home
- a: Second task  
c: Car

## Project File Details

agenda: agenda or project title. Required.

begin: beginning date at which tasks become available in date-time format, i.e., either YYYY-MM-DD or YYYY-MM-DD HH:MM:SS.

days: non-negative number of days in advance of due at which the project's tasks become available.

due: due date for completing all tasks in date-time format.

At most two of {begin, due, days} should be provided. When two are provided then the third is deduced, i.e., begin = due - days; due = begin + days; days = due - begin. Otherwise days = 0. If only begin is given then due = begin. If only due is given then begin = due. Otherwise begin = today and due = today.

If both begin and due are specified and begin is later than due, then both begin and due are reset internally to the minimum of begin and due and an error message is displayed.

notes: project notes. Default = None.

remind: Time specification for users who have remind installed. Default = None. If specified, a reminder will be written to the file 'reminders' in the yeaGTD project directory if the relevant action is available today. E.g., remind = "AT 14:30 +15 DURATION 0:45" would set up a reminder to trigger today 15 minutes before 2:30PM and again at 2:30PM. Remind would display this as an event today beginning at 2:30PM and ending 45 minutes later with the message "agenda/context: act". For this to function properly, you must include the file 'reminders' from your yeaGTD project directory in your ~/.reminders file and yeagtd.py must, of course, be run before the reminder will be available to remind. The "AT HH:MM" is required - the rest of the string is optional.

series: True/False. Default = True.

If true, treat project actions as series by default. If false, treat project actions as parallel by default. See the p setting under actions and the discussion of Available Actions below.

tasks: A list of the actions required to complete the project. Each action has the following possible fields.

a: action title. Required.

n: notes. Default = None.

b: date action becomes available in date-time format.

c: user specified context. Default = '???'. Other possibilities include 'Office', 'Home', 'Errands', et cetera. Actions with the default category, "???", are combined with actions belonging to the Inbox project and listed first in all reports as a reminder to set contexts for all your actions and to "empty your inbox".

d: non-negative number of days in advance of due at which the action becomes available. At most one of {b, d} should be specified. When one is specified the other is deduced, i.e.,  $d = \text{due} - b$  or  $b = \text{due} - d$ . If neither is specified, then  $b = \text{begin}$  and  $d = \text{due} - \text{begin}$  (= days).

f: date action was (last) finished in date-time format. Default = None.

p: alphabetic parallel character or None. Default = None. See the setting for series above and discussion of available actions below.

repeat: Optional. When included the following parameters can be specified.

frequency: DAILY, WEEKLY, MONTHLY OR YEARLY. Required.

interval: the number of periods between repetitions, e.g., a project with frequency = 'WEEKLY' and interval = 2 would repeat every other week. Default = 1.

byweekday: the weekday or sequence of weekdays on which the project should repeat. Default = (MO, TU, WE, TH, FR, SA, SU), i.e., any day of the week. Alternatively, weekdays can be specified using integers with MO = 1.

bymonthday: an integer or sequence of integer month days on which the project should repeat. Default = (1, ..., 31), i.e., any day of the month.

byweek: an integer, or a sequence of integer weeks on which the project should repeat where the first week of the year is that containing at least four days of the new year. Default = (1,...,53), i.e., any week of the year.

bymonth: an integer or sequence of integer months on which the project should repeat. Default = (1, ..., 12), i.e., any month of the year.

count: the number of repetitions. The default is to repeat indefinitely.

until: repetitions end after this date in date-time format. The default is to repeat indefinitely.

next: 'keep', 'skip' or 'restart'. Default = 'keep'. When recurrent projects are finished on time, the value of next has no effect. When the project is finished after the due date, the value of next has the following consequences.

next = 'keep'. The next date from the recurrence rule becomes the end date for the next copy just as if the current copy had been completed on time.

next = 'skip'. The next date from the recurrence rule that falls after the actual completion date becomes the next end date. Effectively, copies with due dates that fall after the current due date and the current finish date are skipped.

next = 'restart'. The starting date for the recurrence rule is reset to the actual completion date and the next date from the recurrence rule becomes the next end date.

## Examples of recurrence rules

Once every other week:  
frequency: WEEKLY  
interval: 2

Monthly on the 2nd and 15th:  
frequency: MONTHLY  
bymonthday: (2,15)

The first Monday in every month:  
frequency: MONTHLY  
interval: 1  
byweekday: MO

Monthly on the first and last days:  
frequency: MONTHLY  
bymonthday: (1,-1)

The third Monday in every month:  
frequency: MONTHLY  
interval: 1  
byweekday: MO(+3)

30 days from the last completion:  
frequency: DAILY  
interval: 30  
next: restart

The last Monday in every month:  
frequency: MONTHLY  
interval: 1  
byweekday: MO(-1)

Every August 13th which is a Friday:  
frequency: YEARLY  
bymonth: 8  
bymonthday: 13  
byweekday: FR

Weekly on Tu and Th for 5 weeks:  
frequency: WEEKLY  
interval: 2  
byweekday: (TU,TH)  
count: 10

The first Tuesday after a Monday in November every 4 years:  
frequency: YEARLY  
interval: 4  
bymonth: 11  
byweekday: TU  
bymonthday: (2,3,4,5,6,7,8)