Non Work Related ToDo's are important

When managing your time, it is best to include both work and personal ToDo's in the one place.

When you include private ToDo's, you don't get stressed or annoyed at yourself trying to remember your private ToDo's, or when you or someone else agreed to do something.

The Challenge

The challenge is to see all your To Do's (work and private) on a networked up-to-date To Do list, where you only see what you need to know. This includes ToDo's that require coordination with family, friends, work collegues or other people.

WorkNav meets this challenge.

Why other To Do lists don't work

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

- **Keep track of many types of To Do's**, such as social, community, family and work.

- **Identify To Do's** 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

WorkNav automatically brings together and synchronizes all team members' plans and ToDo lists, so all team members just need to manage what they can control. Plus WorkNav automatically keeps relevant people informed about progress and changes that affect them.

Privacy and Security

WorkNav makes it easy to keep your To Do's private or share them with anyone you choose. By using a simple team list of who can see any To Do, you can add or delete people at any time. Complex and frustrating permissions are not required.

WorkNav employs a powerful privacy and security feature that is easy to understand and apply. Each task and ToDo includes a list of team members who can see the task and ToDo. If a person's name is not on the team list, they cannot see the task or ToDo.

WorkNav automatically adds the user who enters the Task or ToDo as the person responsible and the only member of the task and ToDo team. So if you want complete privacy, you don't add anyone else to the task team. If you want to network with other people simply add their name to the task or ToDo team.

Types of non work related ToDo's

Personal and private: you're the only person involved and no-one else needs to know about it. This would normally be contained in a Task that only you can see.

Personal but not private: you're the only person involved, but other people could see this ToDo in a Task that they're in as well.

Personal and other people are involved: This is a non-work related ToDo that other people need to see and do something about. They will see it on their ToDo list, because they are in the ToDo team.

Stay Informed

WorkNav can be concurrently used for both work and non-work related ToDo's. WorkNav provides the information you need to know about what is happening, changes that affect you, and how to get things done.

Send To Do's to your Calendar

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

Free Easy Access

WorkNav free online software and free apps make it easy to access your personal To Do list when you need it.

Key Benefits:

- Take control of your life by managing all your ToDo's in the one place

- Keep up-to-date wherever you are with free apps and free online software

- Easily coordinate with family, friends, work colleagues and other people, anywhere at any time

- Spend more time getting To Do's done and less time sorting out what to do

- Reduce meetings and other wasted time

- Experience less frustration and stress

- Navigate your best path to make the best use of your time

- Be super productive

Get Started at www.worknav.com

Try a free trial of the Premium version of WorkNav for 30 days. If after 30 days you choose not to subscribe you can still use the basic version for free.

Visit: www.worknav.com or App Stores