

**Various Apps I have used over the years to organize my daily activities,
plan and take notes at meetings, as well as develop projects.**

Calendars:

1. Apple Calendar
 - a. Operating Systems: MacOS, iOS, WatchOS
 - b. Functions: Events, Calendar, Reminders/Alerts; integrates with Apple Contacts and FaceTime
 - c. Free with OS
2. [BusyCal](#)
 - a. Operating Systems: MacOS, iOS (WatchOS through syncing with Apple Calendar)
 - b. Functions: Calendars, Events, Tasks, Banners, Journals, ToDos, attached Notes and Reminders/Alerts; integrates with BusyContacts
 - c. Cost: \$49.95 USD for new subscriptions, 40% discount for renewals; \$79.95 USD if subscribed with BusyContacts. Non-expiring, non-recurring, perpetual license if bought from BusyCal directly.
 - d. [Review](#)
3. [Fantastical](#)
 - a. Operating Systems: MacOS, iOS, WatchOS
 - b. Functions: Events, Tasks, Meetings
 - c. [Review](#)
4. Opus One syncs a bit better with **Apple** and Google Calendar.

Contacts

1. Apple Contacts
 - a. Free with OS
2. [BusyContacts](#) (see above)
 - a. [Review](#)
3. Opus One syncs better with Apple **Contacts**.

Word Processors

1. Word
2. Google docs
3. [Nisus Writer Pro](#) (v 3.2.2)
 - a. Superset of SimpleText: .rtf format - fully compatible with most other WPs
 - b. Fully functional, multi-lingual word processor
 - c. Cost: \$89.99 USD from AppStore; Licenses direct from Nisus - Standard \$65.00 USD, Academic \$55.00 USD, Upgrades \$45.00 USD
 - d. [Review](#)

Notes Programs

1. [Apple Notes](#)
 - a. Operating Systems: MacOS, iOS
 - b. Used as a searchable scratchpad for bits of random information.
 - c. Free with OS
2. Google Keep - Notes, Lists, Reminders
 - a. Cloud-based Android, iOS, Web
 - b. Free
 - c. [Review](#)
3. [EverNote](#) (v 10.28.3)
 - a. Tasks, Notes, Reminders, Calendar
 - b. Cost: 1 mo. free; \$10.00/month USD subscription thereafter
 - c. [Review](#)

To-Do programs

1. [BusyCal](#)
 - a. Includes ToDos and timed ToDos as part of its calendaring feature.
2. [Things](#)
3. [Todoist](#)

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1. The only daily planner I have tried to use was one that was a rather low-function, but visually appealing one Opus Domini 1.7 (Latin for 'Work of the Lord') It was available at quite modest cost and included:
 - a. A calendar
 - b. A daily text scratchpad for taking notes
 - c. Structured organization for Projects and their related Tasks
2. I gave up on Opus Domini because I found that I could work better with separate apps such as BusyCal, BusyContacts and Nisus Writer Pro. [However](#), over the past 4 or 5 years, I have taken on larger projects requiring much more detailed planning as well as more complete note-taking to be shared with others, or for personal and family business. I again looked for Opus Domini and found that it had evolved from v1.7 to v2.0 in late 2017 and changed its name to Opus One. Current version is 2.1.1.
3. [Opus One - overview](#)
 - a. Publisher: Piso13
 - b. Cost: Available on AppStore or directly from the publisher. Publisher cost (USD): \$4.00 /month or \$30.00 for an annual Pro-level subscription. Free trial.
 - c. Size: 55MB
 - d. Available: Mac OS (10.14+), iPhone, iPad, WatchOS
 - e. Current version: 2.1.2 (mid-Feb.)
 - f. [Online Manual](#)
4. Opus One - complete [features list](#) . Don't miss the 12 summary descriptions at the bottom of the page. As you read these descriptions, please take note of any questions you may have for me to answer.
5. Who is Opus One for? Anyone who ...
 - a. needs to record copious daily notes;
 - b. needs to set personal tasks or goals based on those notes;
 - c. is a member of a group or organization and
 - i. needs to keep separate notes;
 - ii. sets goals, strategizes and needs to keep records;
 - iii. leads meetings.
6. Opus One is structured on the [Eisenhower Matrix](#). It is a simple 4-value time-management decision system.
7. Opus One - an overview. Looking at the content and functions of the daily Notes and Tasks pages.
 - a. Notes
 - i. The page on the right is like Apple's own Notes app, but allows for greater and more varied content. Think of it also as the daily scratchpad. Each calendar date has its own Notes page. All Notes pages are searchable.
 - b. Daily Tasks
 - i. The page on the left allows us to create Tasks (think also as 'ToDo's) based on the content of the daily Note opposite. Any follow-up action or reminder to oneself should have a corresponding Daily Task.
 - ii. Tasks may have various statuses (importance and progress state) and are carried forward until they are marked 'Complete', cancelled or assigned to someone else.
 - (1) Each Task has its own text space for notes, due date, tags or keywords, etc. Daily Tasks themselves are searchable.
 - c. Other TABS
 - i. Master Tasks tab - overview
 - (1) Note the daily planner view, it gives an overview of scheduled events during the week, and a daily list of ongoing or incomplete Tasks set in their creation date.
 - (2) Creating a Master Task on the left is like creating a new project with its own name. It should also be reflected in the Category listings, either as new or a multiple of an existing Category.
 - (3) NOTES: this Tab appeared on Feb 11. They are different from the Daily Notes that might have corresponding Tasks.
 - d. Meetings
 - i. This is a special template for creating, developing and recording all information regarding a specific meeting.

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- e. NOTES - introduced in mid-February with v 2.1.2
 - i. The NOTES Tab appeared in the v2.1.2 update on Feb 11. It was one of the most requested features from users. These NOTES are a module with a completely separate space, presentation and functions. The YouTube video tutorials have not yet been updated accordingly.
 - ii. NOTES are completely separate from the daily Notes / Scratchpad associated with the calendar and Tasks. They have their own summary pages, assigned and sorted by the same Categories found in the TASKS and MEETINGS modules. They are meant to be done and deleted in the very short-term, but will carry forward until deleted.

The OPUS ONE Daily Planner

- 8. Does it meet my needs / criteria?
 - a. Notes: both daily notes on the scratchpad for fixed dates, and the new NOTES module introduced on Feb 11. The new NOTES are meant for short-term use, and carry forward separately until deleted.
 - b. Searchable
 - i. Text content.
 - ii. Keywords & tags
 - c. Organizer
 - i. Calendaring
 - ii. ToDo's / Reminders / Alarms
 - iii. Set priorities
 - d. Multi-platform - OS, iOS, WatchOS
 - e. Reasonable cost
 - i. Multiple copies to same AppleID
 - f. Continuing development
 - i. Planned additions viewable on website
 - (1) Under review
 - (2) In progress
 - (3) Planned
 - (4) Feature requests
 - g. Online resources?
 - i. YouTube tutorials
 - ii. FaceBook and Instagram accounts
 - iii. Online manual
 - iv. Online tech support
 - v. Cloud sync and backup
- 9. What can't it do?
 - a. No shared use for team collaboration.
 - b. No password protection at any level.
 - c. In MEETINGS, the Start Date and End Date are the same. What about multi-day meetings?
 - d. Current time not shown, although a fixed timestamp is available throughout.
 - e. Weather forecasts shown, but previous weather data not logged.
 - f. Meeting Minutes with pre-formatted subtitles according to the Meeting Agenda or associated TASKS would be a real advantage and not difficult to do.
 - g. In TASKS, no consistent 'snapback' to the current date on the calendar.