

# [minezamac.com](http://minezamac.com)

Mac's, Rails, GTD - other stuff...

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[« If you had a Mac Keylogger how would you know?](#)  
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## [Hipskine: Updated posting](#)

When you begin to use GTD you will find it enables you to improve your organization skills. To stop there would be a slight, it is more about changing your reliance on your brain and others (Those folk who have the nerve to ask where something you are working on is) to remember things and when they are do. The GTD system gives you what you need to allow yourself to place your faith in an alternate system to do that for you. Thereby lowering the stress you are under when you feel that nagging sensation “Am I forgetting something?”. For me, GTD is not the first organization methodology I have attempted to use, and I hope to report that after a month I am an old pro and I fell wonderful about my method of doing it. Hipskine is the methodology I have implemented joining the Tactile feedback pleasures of a [Moleskine planner/journal](#) and the efficient tracking of my next actions in a GTD fashion with Tracks a ruby on rails developed system. All in a device that requires no power, can accept a variety of Writing implements, (A big plus for me since I enjoy collecting pens and pencils way to much) and is small enough to fit in a pocket or purse. You can carry it anywhere.



For details and images...

How to do it, GTD + Tracks + Moleskine = a Hipskine

1. Read the Book [Getting things Done](#)
2. Go through and gather your stuff into your Inbox.
3. Install Tracks
4. Start up Tracks, you can see it has like a Home page that is the world of your action items viewed one of three ways. The first is as all your contexts and the second and third is a kind of “zoomed in” or specific mode. In the individual context view you can add action items to that view rather quickly. In the Project view mode you can enter action items into the project as you think about them
5. Build your [Context](#), I currently use the following
  1. @Work
  2. @Computer
  3. @Waiting
  4. @Calls & Waiting
  5. @Home
  6. @Church
  7. @Someday / Maybe
  8. @Shopping - Errand
  9. @Skills
  10. @Grocery
  11. @Daily
6. Begin to enter your items into the Tracks system, Tracks makes it very easy to switch back and forth between views.
7. Don't worry about the order all that can come later. Just shove all your action items into the context view they belong in, if you need to you can always change the context they are in. This will happen daily as you work through your lists.
8. Now if your like me you have said “Some of these need to be in a project. No problem just enter in as many projects as you can think of, you will be able to change the action items into the appropriate project with a click on a pencil icon. Now you may have been saying “If I enter in multiple Action items into the project how do I

stay focused and make sure something doesn't slip past a hard date?" Well that's where the dates come in. Don't enter a date if you can avoid it, because you might be able to do something out of any particular order, but if not, or it absolutely positively has to be done by Tuesday, then use a date. Dated Action Items are color coded green orange and red, yeah you can figure out which is which. In addition to the standard view you can expand and show all the notes to each of the action items you have entered. This makes it easy to track info within an action item as it moves through different contexts. I use it to make notes when I have left messages or voicemails and I need to repeat the action item.

9. Experience stress free fulfillment, lets face it, we all need to know we are accomplishing something in order to feel good about our jobs and lives. Tracks has a pleasant "what you've completed view" that really lets you see what you accomplished that day. If it doesn't have too many items on it then you aren't breaking you action items down small enough. If the next action is "call bill" and you do then it is complete. Click the finished box and enter the next action on the project to move it forward. I know I said up above you can use the notes to carry info, and you can, for me a call is about something. So usually I create a "Talk w/ Bill re: Guitar Amp" and in the notes I put what I am looking to accomplish from the call. After I get the answer if it solves it, boom it's done. If not I copy the "talk w/ Bill..." portion into the notes and re-title it to what the next action is. Since writing this I now realize I am robbing myself of those easy victories that we all need to add up to show that we are doing something each day. I will probably be a little less likely to change an action item now. But the power of the system is you can if that's how you want to proceed. GTD is a collection of tricks and tips that make life easier, but each of us will adapt them more than likely to fit our needs.

10. Now you've got stuff into lists, in their contexts, etc. Get them into a format you can lug with you with no power requirements. In the top of the menubar in tracks is a 'TXT' link that transforms all your stuff into a Text based list. Your UberList as it were. Now print that out, using a manual feed option if you have no duplexing unit handy and you can flip it over and print page 2 on the back. This should give you somewhere in the neighborhood of 100-125 Action items. Need an upgrade, get some good eyes and set your printer to print 2 pages on a single page, flip it over and do the same with pages 3 and 4, now you have close to 250 Action items handy. On a single sheet of paper, it is legible, but you lose some writing area if you do the 4 page on 1 trick. Now set that aside, you'll learn how to fold it in a minute.



11. Up until now you have been glancing at that Beautiful little black book, the one with the ribbon and the mysterious back pocket and elastic band.

12. Open it up, use the calendar to keep track of your appointments, just like you do on your Mac or PC Sure it's a bit redundant, but I enjoy the fact I can't lose my schedule, I have a backup in my pocket or on my Laptop. Accept them on your Laptop, and place them immediately on your Hipskine (Moleskine planner). Or use GTD and give yourself an Action item to do it. I use a blue Pilot G2 to write my appointments on the correct line in the planner. It has a very light 8am to 8pm label on the lines in the planner page. The rest of the page, I mean all of it, is for taking down "stuff" you might want to refer to later. New project assignments or contract numbers. **Hipskine Tip:** *If it's so important right down a brief hint and the date on the back notes page in the planner, like an index in the back, to find it later.* Any **Action items** can be written on the Portable List we will talk about shortly.



13. If you get any names and contact info you have two choices, one insert the persons card into your handy Hipskine upgrade pocket in the back. Or if your sure you'll want to talk to this person again, write them in the Moleskine removable address upgrade module in the back. Since we are talking lightweight, or we are trying to, I limit each person to 1 or 2 lines. The first is there name and whichever number your likely to use, home and/or cell numbers in the traditional "minezamac h:123-

234-4534 c:123-324-5432" format. Now if you don't plan on entering their card info into your laptop or desktop, use the second line for their email or address. I prefer to use the second line for their family members names so I can guess whose answering the phone when I call. "Oh, I'm sorry Billy you sounded so much like your mother???" but I am sure you'll do what I did and do what you want.



14. OK now grab your sheet of paper, set it on a surface to where you can read it.



15. Fold it half long ways, and set it where the original left top corner is visible.



16. Next Fold the top half of the sheet toward you and crease.



17. Now fold the top of the paper back toward the top so that the original top left corner is visible.



18. Flip it over and repeat, oh you know what I mean the original top left corner isn't involved in this step. You fold it back making an accordian or M shaped page. Now with a single hand you can open it and read the top page by flipping it around.



19. Turn to the back of the Hipskine and insert the Tracks generated GTD List upgrade module into the upgrade slot. **Hipskine Tip:** *It's a good idea to place a Post-It note here, or 2 of the smaller ones, to allow you to take quick notes and place them in a page for later transcription, or to give away.*



20. Now you are ready to go, use this page to add action items you get during a meeting or while on the road (Write when parked for safety) or anywhere it comes to you, just capture it in your portable inbox for later processing. **Hipskine Tip:** *Don't be afraid to use any and all technology you do carry with you, many phones have a voice recorder capability today, it's a safer method of capturing ideas and actions on the road.* Each time you sit down at your computer and have time you enter all the items into [Tracks](#) and when you leave for the day, or have a meeting you need your latest and greatest for, print out a new list. It is like syncing your Palm or PocketPC, the only difference is in a pinch you can add more capacity (paper) to your note taking, really cheap.



21. Take your favorite [Writing implements](#), and your Hipskine and your ready to capture ideas, journal thoughts each day, and still keep track of stuff, those pesky action items that otherwise would be stressing your life.



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