

Training Goal: Consumers with LD, memory weaknesses, and time management barriers find organizing and prioritizing tasks very challenging. VR staff would benefit from opportunities to learn how technology may minimize these barriers.



Errands -- App Details

Errands is a task manager with a simplistic design and is easy to learn and use. Designed with a blend of basic and advanced features: Folders, Checklists, Task Images, Scheduling & Repeating, Alerts (alarms), Automatic Badge Updating, Calendar View, Mail Tasks, Multiple View Modes, Search and more

Getting started

Tap **+** to add new task, tap **Done** to save,  = focus

Complete a task by checking the box by each task.

Tap on the "eye" icon  on the bottom toolbar to order your tasks.

BENEFITS AND FEATURES

- Alerts (reminders) for tasks, with choice of sound and several repeat options. Plus automatic updating of the app icon badge. Both of these work even when Errands is not actively running.
- Customizable folders, so you can organize your tasks to best suit your needs (i.e., Work, Home, Errands). You can have as many folders as you wish and folder attributes (name, icon, checkbox) are fully customizable.
- A monthly calendar view for tasks with due dates. To access it, tap on the calendar icon on the bottom toolbar. The calendar displays items based on the current folder you are in. To see all tasks, choose the calendar from the All Tasks folder.
- View options allows you to switch between normal view (4 tasks per screen) and condensed view (8 tasks per screen).
- Mail tasks (single tasks as well as entire folders).
- A unique feature allows notes to be viewed as a checklist. This is particularly handy for small shopping lists, multi-step tasks, etc.
- Tasks can be scheduled with a due date / time. There is a full range of repeating options.
- Recycle Bin allows you to easily create new tasks from previously completed entries. This is a big time-saver given that many tasks are things that are done again (and again).
- Tasks can be sorted by various schemes as well as arranged manually.
- Each task has a title along with separate detail and notes field.