

10 Steps To Ultimate Productivity At Work

Michael

Webinar by
Michael Sliwinski, Nozbe.com

Hi! My name is Michael and I am the founder and CEO of Nozbe.

Nozbe helps SMART business owners and their teams get their business and life organized in a simple way in one app.

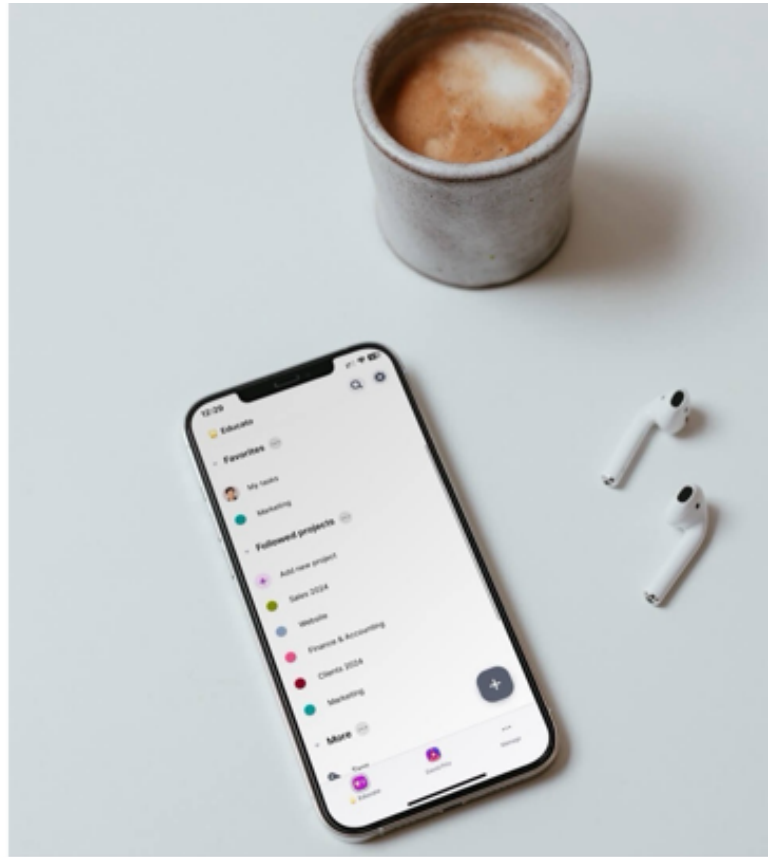
We, the Nozbe team, have been developing our tool for 17 years now. Not only do we use Nozbe to build Nozbe and get all of our business and personal lives organized.

But we are also famous for our unconventional way of working - we've never had a physical office, and Fridays at Nozbe are devoted to weekly review and personal development.

As a productivity enthusiast, I am also a speaker, author of several books, podcast host and blogger. Privately, I have a wonderful wife and three daughters.

Nozbe.com **Simple way!**

**Organize your private and
business life in one app!**



Nozbe is not only a tool for managing projects, tasks and communicating thanks to task comments.

It's an app for all platforms that syncs with the cloud and with everyone on your team!

We've been developing Nozbe for over 17 years and we have hundreds of thousands of satisfied users around the world. After so many years of working on Nozbe, I still think that we are just getting started, because many people and companies still rely on sticky notes, calendars, emails and spreadsheets for communication. Nozbe puts your entire productivity system in your pocket!

Even if you don't use Nozbe or aren't familiar with it yet, you will find this webinar valuable. You will learn 10 universal principles that will help you get better organized!

By spending an hour on this webinar, you will gain at least 4 hours in the next month of work. I guarantee you that!

[Nozbe.com](https://nozbe.com)



Nozbe was founded in 2007 and the product has been steadily evolving for 13 years until 2020 when we launched our second product - the completely new version of Nozbe, not compatible with the old version.

Because our new Nozbe app was much more focused not only on personal productivity but also much more on team productivity and online collaboration, we renamed the old Nozbe to Nozbe Personal.

The old Nozbe personal still works great and has thousands of paying customers and tens of thousands of free users. And we'll be keeping it online as long as people enjoy using it.

But if you want to enjoy the latest features and the latest updates, you can migrate to the new Nozbe. In this webinar if I mention Nozbe or any of the Nozbe features, I'll be talking about the new Nozbe which is completely free for up to 3 users and 3 active projects.



A few years back I wrote a book - 10 steps to Ultimate Productivity - which is currently sold out. The contents of this webinar are based on that book.

All these 10 steps are pieces of timeless advice. I've been talking about them for as long as I can remember and everyone who's been listening to this has taken this advice to heart.

If you listen to this webinar until the end, I'll let you know how to get a digital copy of this book - and all the notes to this webinar.



Disorganized optimist?!

If you're like me, this course is
for you 👊

Just so you know, I'm a natural optimist and quite a chaotic person. About fifteen years ago, I realized I had to get my act together. I could no longer afford to miss deadlines, postpone meetings, and lose track in the myriad of projects I was managing at the time. I desperately wanted to get organized!

That's exactly why I started working on Nozbe. Initially, I created this app just for me, tailored to my needs, but it quickly became apparent that there were many more people like me out there. Fast forward 17 years, and there are nearly a million of us!

So, if you're struggling with managing your time, this mini-course is for you - going through these 10 steps will help you reclaim at least 4 hours in the first month.

Bonus!

2 minutes rule

If you can do something in less than 2 minutes, don't write it down, just do it! ✓



Right from the get-go, before we even dive into the 10 steps, I'll give you a tip that will immediately streamline your work and change your approach to tasks and productivity!

The 2-Minute Rule - if a task is so simple that you can handle it in less than 2 minutes, do it now. Right away. Don't write it down.

Just do it ✓

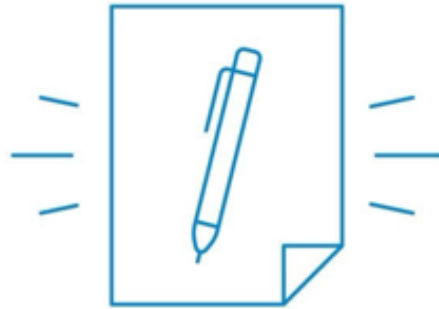
Need to send a message to a partner about something? Write it now, don't delay. If you dictate it, it'll be even quicker!

Have to take out the trash? Go and do it now.

Need to add a meeting to your calendar? Pull out your calendar and add it right then.

Got up and don't feel like making your bed? Do it, it'll take a minute, and you'll be free of it.

STEP 1



WRITE everything down

Now let's move on to the first step, which concerns tasks that take more than 2 minutes - these you need to write down!

Are you trying to remember too many things at once? This can be overwhelming and create a sense of anxiety: "Where did I note down that meeting? Who do I need to call back? Who's picking up my daughter from school today? What should I prepare for tomorrow's meeting?"

It's good to clear your mind by transferring all those swirling thoughts to your own, trusted productivity system.

Some jot down their thoughts and commitments in a notebook, others use a calendar, and yet others a special app. I, of course, write mine in Nozbe, but everyone should freely choose their place to keep track of all these matters.

"Getting Things Done"



As David Allen wrote in his book "Getting Things Done," when the mind is preoccupied with a multitude of tasks, it's impossible to accomplish anything. It's hard to be efficient when your thoughts are scattered.

P.S. On this photo - it was the first time I met David Allen back in 2008 - when I just got started with Nozbe!

Step 1 in a business

 Create a shared space where you'll add your ideas!



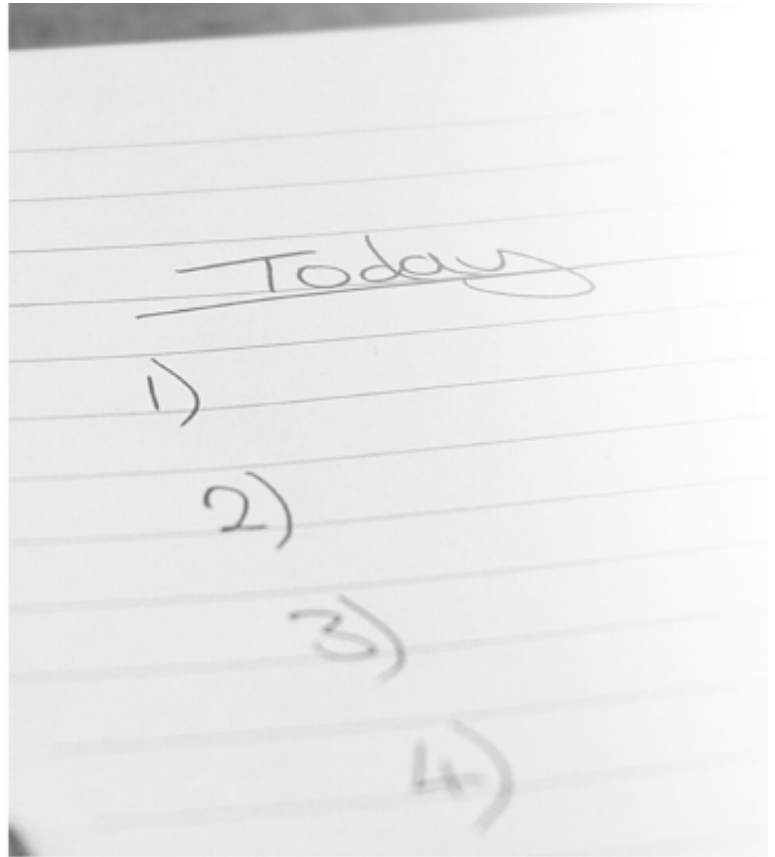
In Nozbe, we have shared projects as our folders for ideas - for example, we created a general "Marketing" project where anyone in the company can add their suggestions. This allows other team members to respond and contribute their own ideas. Suddenly, you find out that someone you've been working with for a long time turns out to be an expert on a subject they've never boasted about.

Every Friday, we review these tasks and decide whether there's something we want to implement or not. Often, this leads to new projects, initiatives, or improvements.



Exercise

List all your commitments on a piece of paper



After this mini-course, try this exercise: list everything that you're keeping in your head. Take an A4 sheet of paper and write it all down. You'll see how much there is. Also, go through your emails, messages, and other sources where information comes to you and add them to this sheet. You'll be amazed at how many things you have going on!



Step 1 WRITE

✍️ Write down - **DON'T** store everything in your head

📁 Know, **WHERE** things are in your system

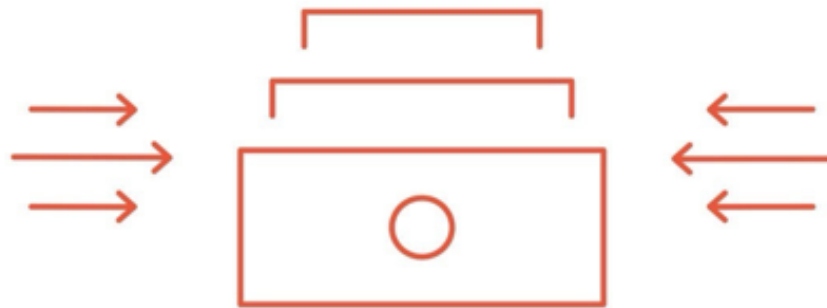
!?! Find out, where the ideas come **FROM**

Write it down. Let the habit of writing down everything that preoccupies your mind become second nature to you.

Decide where you will record things - both for your personal use and for the team you work with. Remember, it should be a permanent place. Ideally, it should be easily accessible. Nozbe users really appreciate our mobile app because it meets these criteria!

Be aware! Some things aren't just in your head but come via email, messenger, are noted on a napkin, or in your phone's notes. It's worth minimizing the number of these places and regularly directing all matters to one system in order to be addressed and remembered.

STEP 2



Manage your **PROJECTS**

Transforming business goals into projects and breaking them down into specific tasks will help your team organize better, streamline work, and save time and money.

A project is any activity consisting of several steps. A project can be anything from marketing activities in your company to renovating your office (or home office). Check out many examples of projects:

nozbe.com/blog/how-to-work-more-efficiently-thanks-to-projects/

Projects are viable in every industry, just called different things: projects, cases, clients, stakeholders, shifts, campaigns.

Projects can have a start and end date, or they can go on indefinitely.

Project examples

Projects, cases, clients, shifts, campaigns, properties, templates...

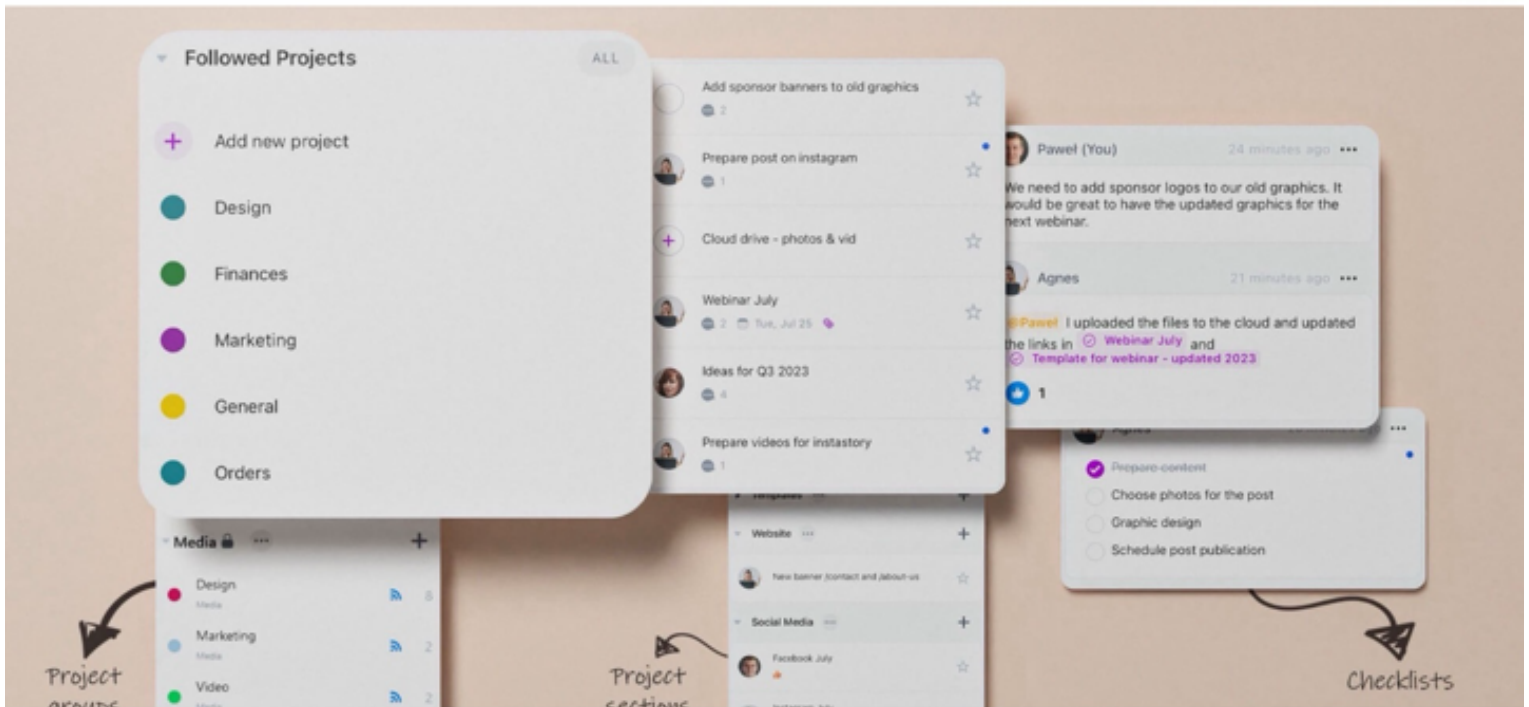
- Warehouse - Morning Shift**
- Mr. Kane Defamation Case**
- Apartment at 7 Flower St.**
- Winter Promo Campaign**
- Household Tasks**
- Marketing activities**
- Mr Smith onboarding**

Now that we have our projects outlined - what's next?

Now, determine what exactly you and your team need to do to achieve the set goals, or simply to follow the direction you've chosen.

Create a list of tasks, i.e., the steps that need to be taken, or stages, and make sure everything is clear and unambiguous.

12 34 How many projects?



From my experience, it's better to have more projects rather than fewer. Contrary to what is often thought, having a greater number of projects actually ensures clarity in the system.

Caution: Treating matters as tasks when they are actually projects is a trap. They grow in your eyes to enormous sizes and seem almost impossible to accomplish. No wonder it's hard to get started on them. That's why, when I review my tasks and see that resolving a matter requires more than one or a few short steps, I quickly transform it into a project and break it down into smaller tasks.

Step 2 **PROJECTS** Get Projects Done!

-  **Tasks or projects? Decide!**
-  **Projects**  **smaller steps**
-  **Set up shared projects**

It's good to share projects at work so that everyone knows what they need to do and what they are aiming for. This way, team members can participate and add their own tasks if they see that there's something more to be done.

STEP 3



Choose your **PRIORITIES**

What's the next action to move a project forward?

After discussing the benefits of a project and task-based work approach, I'll help you identify the next action that can move each project forward.

Every time you start a new project, carefully review the list of tasks within it and think about what is your next step; which task at this moment will bring you closer to achieving that goal.

You don't always have to start with the first task in order to move to the second, and so on. Sometimes, it's the first task that forms a barrier preventing you from progressing further in the project. But the second or third task can be done right now!

The power of small wins!

Do something small and see how a project moves forward!

The key to success lies in the small wins theory. According to it, if you complete even the smallest task in a project – whatever it may be – you'll immediately see tangible results of your actions and realize that the project is not at a standstill. You'll feel better and likely gain motivation to continue. This is what effective task management is all about.

Therefore, in every project you want to accomplish, it's crucial to identify the next action, or the task I refer to as priority.

With a large number of tasks, we often lose sight of what's most important and what we should really be focusing on. Remember that not all tasks on the priority list are the most important. And not all of them need to be done right now. Let me share a story that perfectly illustrates what I'm trying to convey:



Why big stones should go first?

Brian Tracy: Eat that frog!

A professor, during a lecture, showed his students a large, empty jar. Beside it, he had a pile of stones. Some were large, others smaller, and some very small. He also brought some sand. The professor then placed the largest stones into the jar. He added the slightly smaller ones, then even smaller ones, and finally poured in the sand, filling the empty spaces, thus filling the jar completely.

Then he asked his students, "Why did I put the stones into the jar in this order?" A response came from the room: "Because if you had first poured in the sand and small stones, there wouldn't have been any room for the big ones!"

This is exactly how it is with time and tasks. If instead of tackling the key issues first, you start with the trivial ones, you may find that the day is over, and you no longer have time to do what was truly most important to you.

The ONE THING!

? Ask the "focusing" question 

***"What's the ONE THING you can do, such that by doing it,
everything else will be...***

...EASIER or UNNECESSARY?"



That's why you want to always set 1–3 most important tasks for each day. In the book "The One Thing" by Gary Keller and Jay Papasan, they argue for limiting oneself to the bare minimum. They suggest setting just one key goal for the day and treating all other matters as secondary.

I often deviate from this rule, unfortunately, and set myself more than one goal per day, but I never exceed the magic number of 3!

Step 3 **PRIORITIES**

 **Find your Next Actions!**

 **1-3 key tasks per day!**

 **Start with BIG ROCKS!**

Basically follow the steps we discussed before - find your next physical action that moves you forward, decide on key tasks for today (not more than 3!) and start with the big ones first!

STEP 4



Use modern **TECHNOLOGY**

My company doesn't have a physical office - we all work remotely. This operation mode has led us to develop certain habits and master tools that allow us to perform tasks from anywhere. We use the devices of our choice: computers, tablets, smartphones...

Even if you work in a more traditional environment, like going to an office, you can still gain a lot by choosing tools that are effective for remote work. This way, even when you're not in the office, or your employees are out in the field, or you're handling business around town, you will still have access to your data and work system.

This approach ensures that your team can stay efficient and work wherever they need to be.

Paper won't synchronize with anything!

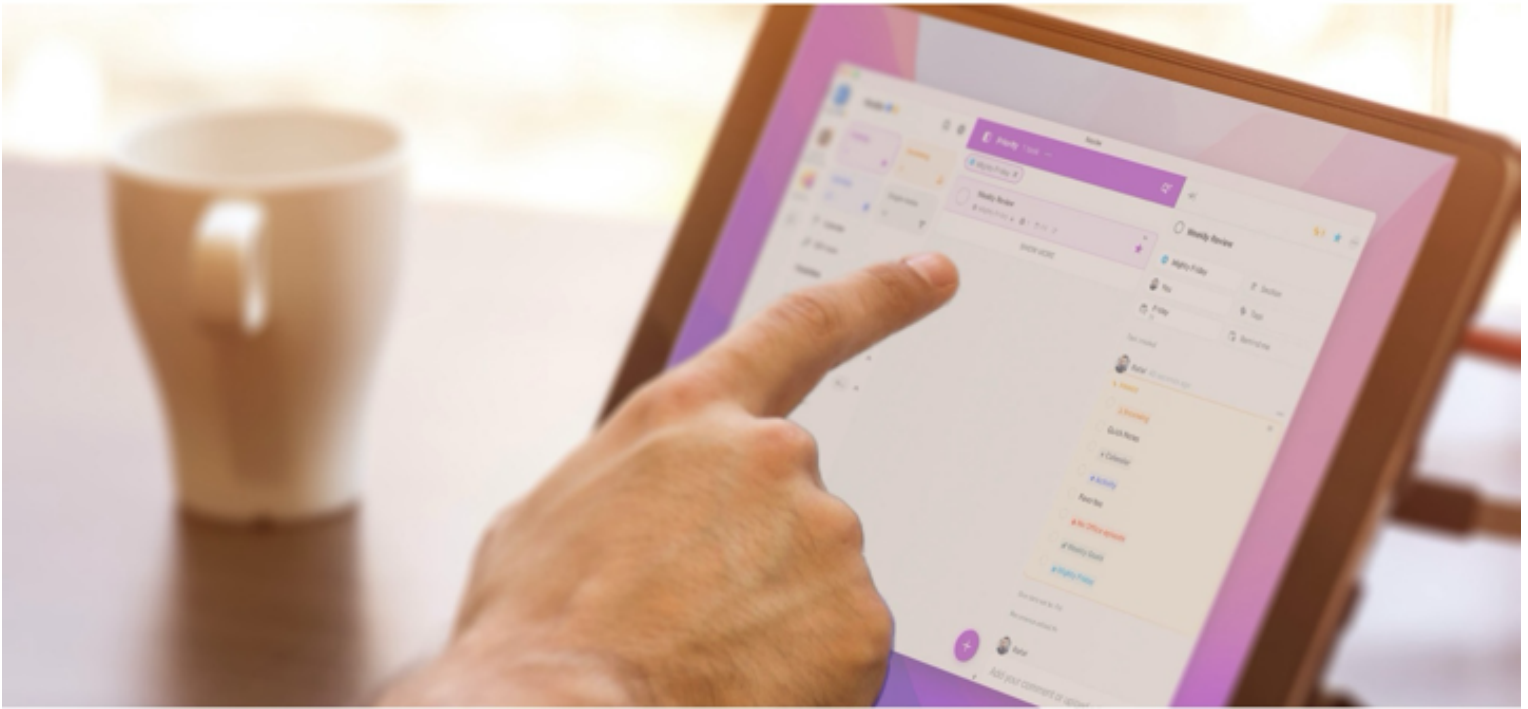
Your smartphone with smart
apps is everywhere!



Sometimes authors of productivity and time management books encourage to use paper, post-it notes, or a paper calendar. With the current state of technology and the ubiquitous Internet, I believe it's worthwhile to use dedicated apps.

A piece of paper doesn't sync with anything. If you write something important on it and leave it at home, you have no way to access that information. And if someone in your household accidentally throws it away, your notes are lost forever. You shouldn't allow such a situation to happen.

☁️ **Cloud is the new office** 🏢🔒



When you store data in the cloud, it's securely saved on remote servers, and all you need to do is run any internet-connected device, such as a computer, smartphone, or tablet, to access your resources.

Storing data in the cloud has many advantages. The most significant one is that it guarantees access to your resources from anywhere (where there is an internet connection) and using the device of your choice.

Companies like Nozbe, which store customer data in the cloud, take care of the infrastructure that secures these resources. However, some people still have reservations about this storage method. The idea of sending crucial documents and information to someone else's external server scares them. But in situations where your computer breaks down or your phone falls into a lake, your data is safe because it's in the cloud.

Specialists from the cloud-based companies that serve thousands or even millions of users know how to ensure data security. We create regular backups, have several additional servers active at the same time, and conduct security audits. It's routine for us.



How to keep your data safe

Best practices



Use longer passwords

Different for each service



Save passwords in apps

1Password or iOS Keychain



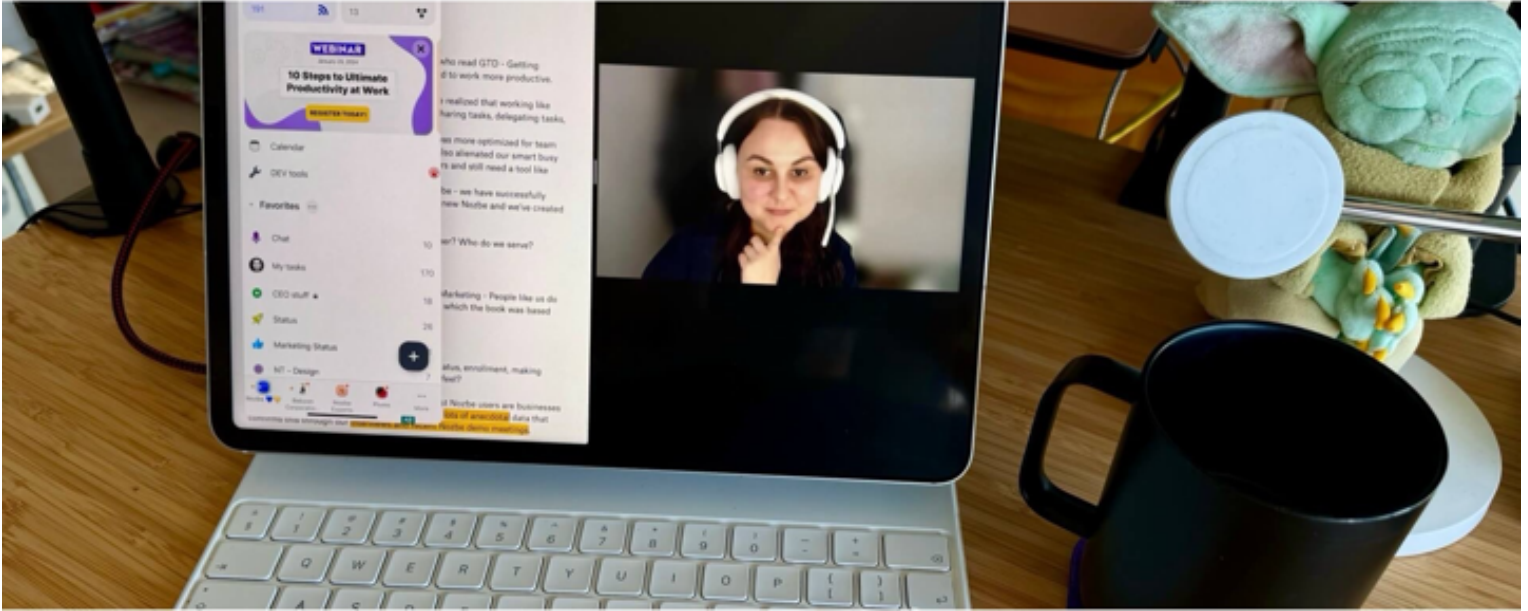
Use the 2FA / MFA

**Two-Factor Authentication
(code or text)**

I recommend following basic data security principles, using longer passwords that consist of more than one word or include various characters, and use a password manager like 1Password or KeePass to avoid saving passwords in a text file or on a piece of paper next to your computer. Wherever possible, enable two-factor authentication (2FA), where, in addition to entering your username and password, you need to confirm your login with a code sent via SMS or generated in a password manager. Nozbe supports 2FA, ensuring that access to your projects and tasks is always secure!

🤝 Online collaboration tools

🌐 Work online in real-time with anyone from anywhere!



When you use the cloud ☁️ services, everything works online and syncs with all the devices. It works like magic across time and space.

The photo on this slide shows me talking to my colleague from marketing department 3000 miles away while collaborating on a document through Dropbox Paper and tasks in Nozbe.

We can discuss things while simultaneously we can edit the documents, add comments to tasks and work on projects.

Step 4 **TECHNOLOGY**

-  **Access data  anywhere**
-  **Apps on all platforms: computers, smartphones and tablets**
-  **Online collaboration tools**
-  **Security is important!**

Cloud is the new office. Make sure you can access your office from anywhere!

For example, Nozbe works not only in web browsers - it also has apps for MacOS, Windows, Android, iPads, and iPhones. Even on the Apple Watch you can access your notifications!

Work online in real-time - comment on tasks or paragraphs, plan things with others. Use video and audio conferencing tools.

Also, make sure to prioritize data security - check if you're using strong passwords everywhere and start using a password manager if needed. Wherever possible, enable two-factor authentication.

STEP 5

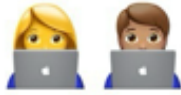


Work with your **TEAM**

Even a solo-preneur can use help of experts!

Working alone isn't very productive. Of course, you can learn everything, but there are plenty of experts who can help and lighten your workload. I realized that when I began working on Nozbe, I operated alone for too long.

I should have immediately sought support from others. Many subcontractors, freelancers, virtual assistants offer their services by the hour, and what they can do in an hour might take you several days 😊 It's worth making use assistance of professionals!



Asynchronous Work

"To collaborate effectively, we work individually much more."



When working synchronously, we exchange information in real-time and expect immediate responses from each other, often interrupting each other. In asynchronous work, we respect our teammates' time.

In asynchronous work, you first elaborate on a task or issue. This takes some time because it requires a thorough definition of the goal, initial specifications, and jotting down ideas and solutions. Only then do you involve your partner: you have a conversation or meet, and then you document what you've discussed, and each of you starts working on your tasks. Periodically, you check progress together.



🤝 Minimize Number Of Meetings!

REGULAR... OPTIONAL...
and... WELL-PREPARED

People ask me: *Michael, how do you motivate your programmers?*

I answer: *Simple! I just leave them alone and make sure they don't have too many meetings!*





People have gotten used to frequent meetings - they consider them a foundation of any collaboration. For many managers, calling a quick meeting is the default and simplest way to discuss an issue or plan the next steps in a project.

But this is not how it should work! People are hired to do the actual work, not just to participate in meetings. Therefore, I try to protect my employees' time and give them space to peacefully do their jobs.

Knowledge workers should spend most of their time on focused work. Depending on their role in the company, they need time for writing, analyzing, programming, drawing, summarizing, creating mind maps, calculating, and then reporting these things in documents, projects, reports, or tasks so that others can see the results of their work and help in its implementation.

Step 5 TEAM

Work asynchronously

-  **Add everything to your task management system**
-  **Group tasks in projects and share them with team**
-  **Set priorities together**
-  **Let everyone have access!**

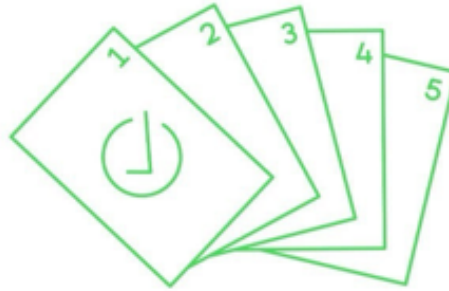
Just reach back to the previous steps to lay the foundation for a productivity system for your entire team!

I believe that for a team to be effective, it should be provided with time for focused work and space for communicating in an organized and asynchronous manner - so that everyone can count on support and feedback, but so we don't disturb each other.

In Nozbe, we spend most of our time working in focus, but we also devote a lot of time to providing thoughtful feedback in tasks.

If necessary, we communicate quickly on chat. Only at the last place do we have our weekly meetings, which are regular, optional, and only take place when they are well-prepared.

STEP 6



BATCH tasks to work faster!

We're moving to a more advanced level - once you've mastered steps 1-5, it's time to start grouping tasks to work even faster and more effectively!

You can group tasks by context, place, tool, person, activity or around any topic.

Tags

**Batching tasks by a tool, place
or type...**

 **e-mails to send**

 **phone calls to make**

 **content to write**

 **things to buy!**

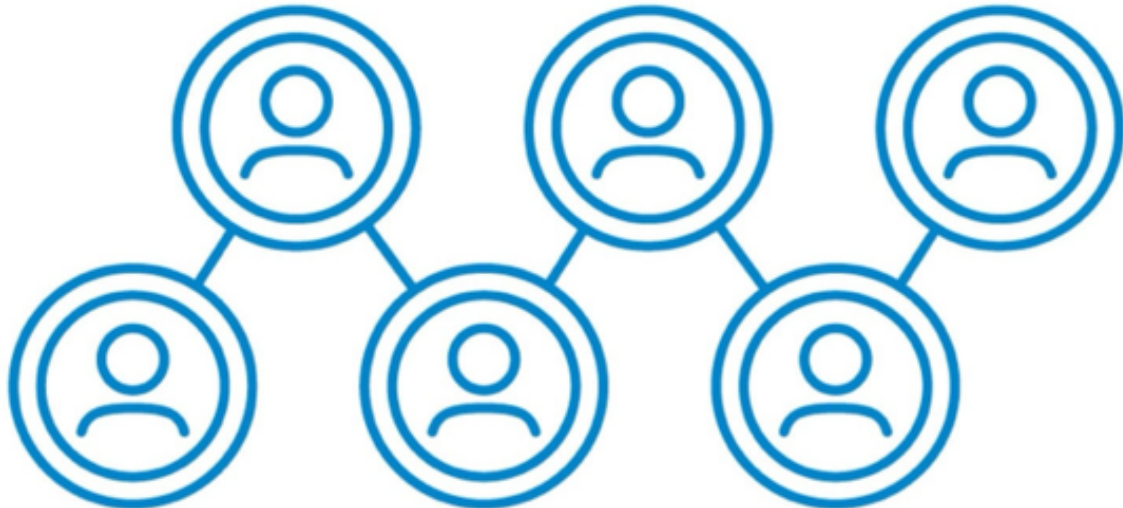
If you have many projects and tasks, sometimes it's faster to simply group tasks by specific topics. Then you can display them all and handle them at once.

I often approach emails in this way - after lunch, I sit down and respond to emails, and at the same time, I check in Nozbe if I have any emails to send. I avoid email because I try to manage everything in Nozbe, but when it's not possible, I want to get it all done in one go!



Check workload of people

...or status of tasks 🚦




Often, we don't know why one person is busier than another. Just look at their tasks - in which projects a person is involved and what they are working on. Then, it's clear who needs more work and who has additional capacity.

If you work for many clients, you can mark on what stage your cooperation is using a status or even a color!


Many Nozbe users add tags to tasks to see what stage they are at - for example, whether a task is in preparation, in progress, or already nearing completion.

This makes it easy to see which topics still require effort and to estimate the number of tasks at each stage and plan the team's work.

Step 6 **BATCHING**

 **By a place, tool, activity or topic**

 **By progress status and evaluate what's happening**

 **By people to check the workload of your teammates**

Grouping tasks is a somewhat more advanced productivity technique, but with the right tool, such as Nozbe, it's relatively easy to implement and manage on an ongoing basis.

STEP 7



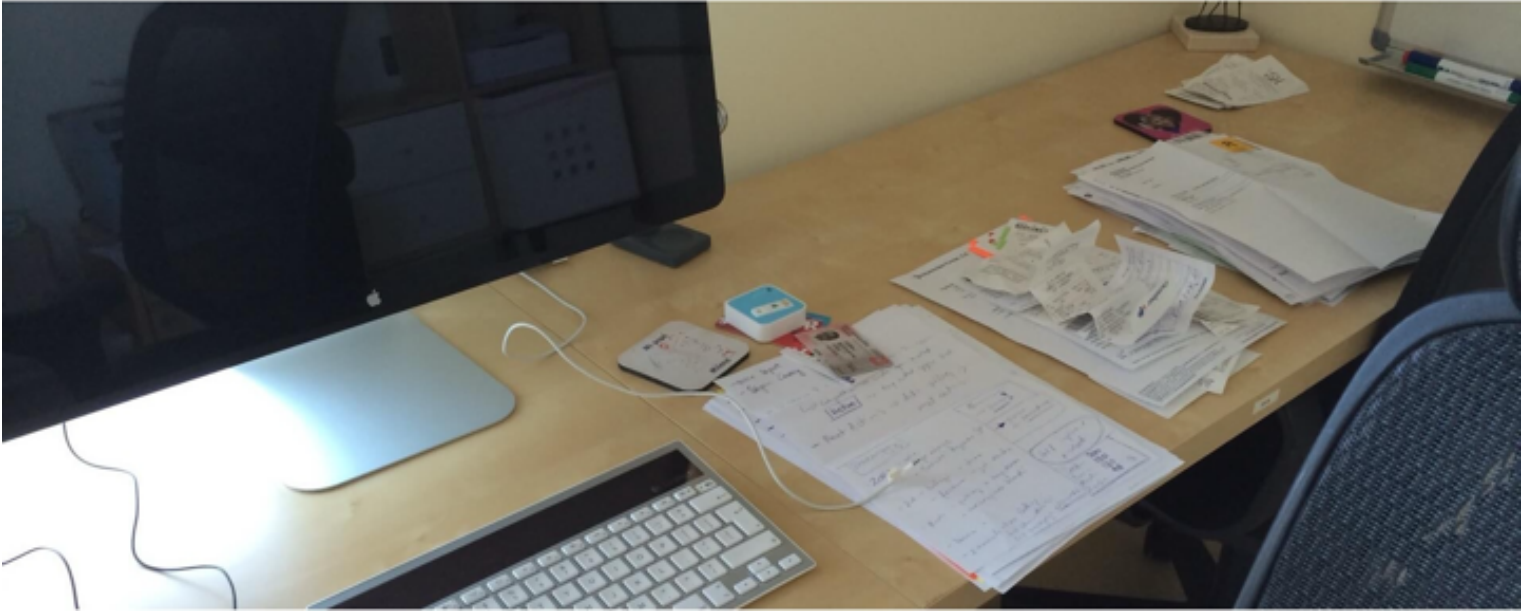
Manage DOCUMENTS

You can't avoid working on documents, but gone are the days when documents were saved on a local drive in the office and when you weren't there physically, you couldn't access them. Or even worse, when documents were kept in physical folders or binders. Some companies still do this, but it's best to move away from that as soon as possible to ensure productivity.



PAPERLESS is the future

Even public institutions have online services. Paper is the past.



You can even deal with the taxes and public institutions online! It's worthwhile to keep documents in the cloud (as we discussed in step 4) and digitalize as many stuff as possible.

You don't even need a scanner - there are special smartphone apps for taking pictures of documents, thanks to which we immediately get a PDF, often with interpreted text.



Work on documents online

Collaborate in real-time: Google Docs, GitHub...



Nowadays, we have great tools for working on texts or code. Everyone in the team can work on the same thing remotely without getting in each other's way. Moreover, we can comment on specific paragraphs, issues, or lines of code. Tools like Google Docs, even Microsoft Word online, Dropbox Paper or GitHub are used by thousands of companies from all over the world!



Encryption is important

Documents attached to tasks in Nozbe are encrypted!



At Nozbe, we usually attach documents to task comments in Nozbe. This way, we have all the information in the task - team feedback and necessary documents.

There are many law firms that highly value Nozbe because they know they can safely attach their confidential documents or client contracts since they are encrypted at all times. This also applies to our servers. As a result, only clients can access them.

More and more services encrypt documents to make saving data to the cloud even safer.

Step 7 **DOCUMENTS**

 **switch to digital documents**

 **collaborate on documents online**

 **remember about file encryption**

Working on documents from anywhere in the world is more convenient than ever before, and advanced tools are practically available to everyone and don't cost much. Something that once was only available to corporations is now within everyone's reach!

STEP 8



REVIEW Your System

Every mechanism requires systematic reviews to stay reliable. Therefore, I recommend setting aside about 2 hours each week for a meeting with yourself. Then you can check and update your productivity system. Believe me, this is a very important meeting.

I know, 2 hours sound like a waste of time, but it's time invested in reviewing what happened and focusing on what's ahead!

Think once a week and then just act!

The main goal of the weekly review is to check what has been accomplished and what you want to achieve in the near future. David Allen, the author of the GTD® methodology, says that this is the time when he plans actions for the coming week and that he really only thinks about what he has to do then, otherwise he just acts, because he knows he will think again in a week.

Mighty Fridays at Nozbe



Work from Monday to Thursday. Fridays are for weekly review and personal development.

In my team, everyone is required to conduct weekly review every Friday. Afterwards, they have time for themselves and personal development. We are known for this.




Recently, there was even an article in Forbes about how we promote a 4-day work week in Poland. OK... but in my opinion, such a week wouldn't be effective without good planning!

!?! How to do a good Weekly Review?

 **Calendar: what's up?**

 **Incoming: feedback?**

 **Projects - Progress? Priorities? Milestones?**

More:  **office,**  **computer,**
 **stats and**  **data**

 **Goals - weekly, monthly, quarterly and long-term**

I start with calendar to see what awaits me in the coming week. I also review meetings and issues from the last week (and notes from them!) and what I have planned for the next week. I make sure all scheduled meetings will take place.

Then I go through my Incoming view in Nozbe. I often find ideas, notes, and information there, from which I create new tasks and sometimes even projects. I see where my help and feedback are needed and what tasks my colleagues delegate to me.

Checking all my projects, I have the opportunity to get more motivated to work on what I've undertaken, or to decide to resign from certain commitments.

In the office, I arrange and scan papers from the physical inbox in my home office, so I have access to all information outside of it. I review folders on my computer, papers, everything that hasn't been taken care of due to the pace of work during the week. I also check stats of personal and company websites and all other data that I should be tracking regularly.

During the review, I keep in mind my goals set for the near future and for this year - are my actions and projects bringing me closer to them, or not?

Step 8 **REVIEW**

*"If you don't know where
you're going, any road will
take you there."*

 **A Weekly Review is a must**

 **Make it simple: same time
and place!**

 **How about Mighty Fridays
in your company?**

Maintaining regularity in this case is key. Try to perform the review regularly every week. It's your fixed meeting with yourself. One of the most important of the whole week.

You have a choice – either you let yourself be carried away by the flow of life and allow others to decide where you'll go, or you take matters into your own hands. If you don't regularly review your system, tasks, projects, and goals, you'll quickly start drifting and only reacting to what others have planned for you.

STEP 9




NO EMAIL internally

Many teams use emails for internal communication, just like they do for external. But then emails from clients, government offices, vendors, contractors... and spammers get mixed up with the flow of information in your organization.

Why is email bad for collaboration?

 **Overuse of the CC/BCC for "all saints"**

 **Numerous topics in one email - to "save" time!**

 **Not encrypted - secrets!?**

 **Critical email in spam!**

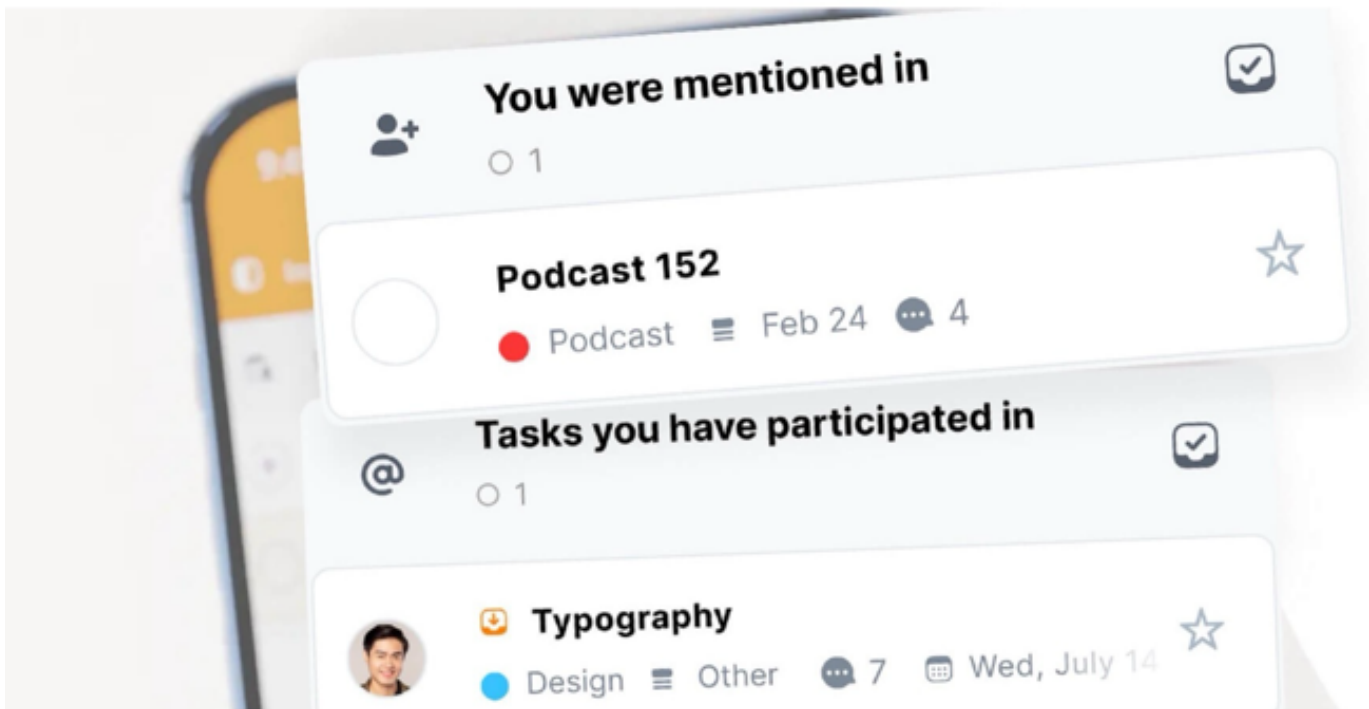
To make sure no one is left out, people add everyone they can in the "CC" fields - adding, as they say, "all saints." This results in an increase in the number of emails sent. And the more emails, the greater the chance that recipients won't pay them enough attention.

Moreover, people tend to write long messages with many topics at once to optimize - but then hardly anyone will understand all the issues from that email, especially since it concerns several people!

Lawyers sending secret documents by email? That's a big mistake! Email is easy to intercept and then matters that shouldn't be become public!

With an influx of emails, often spam or newsletters get mixed with strategic emails from the boss or a client! Even worse - often an important email accidentally lands in spam and then it can completely disappear.

✔ Task me!



✉ Instead of emailing me, create a task for me!

"How am I supposed to assign tasks to my boss?"









There's also the effect of dispersed responsibility. Is email communication, adding all colleagues in CC and BCC for various reasons, effective and guarantees optimal use of time and energy of your teammates?

That's why in our company it's normal that everyone creates tasks for each other! I know this may cause resistance in some autocratically run organizations - but we see from our clients that thanks to this habit, this state changes! People start assigning tasks to each other, and as a result, the structure of the organization flattens, communication simplifies, and work takes on a more partnership character!

When someone who has to complete a task has doubts, they ask a question within that task.

When the person assigning the task remembers something - they let known about it in a task comment. When the task is completed - remarks and feedback should be added in that task.

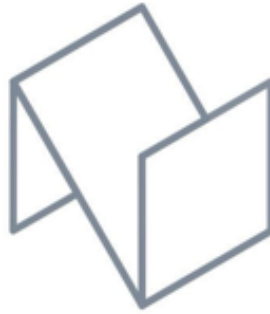
Step 9 **NO X EMAIL**

-   **Ditch email in a team**
-   **Assign each other tasks**
-   **Feedback in comments**
-   **Move away from email even when contacting clients**

By communicating through tasks:

- you avoid chaos,
- you respect the time and focus of others,
- you are guaranteed that all necessary information and discussions are in one place.

STEP 10




USE AN APP LIKE **NOZBE**

Now, let me describe the practical aspect of teamwork using task management and collaboration software. There are many systems on the market competing with Nozbe, including ClickUp, Asana, Monday, Wrike, and Trello. Choosing one of them is a personal matter, which I leave up to you. For obvious reasons, working in Nozbe is most familiar to me, especially since the app is designed to meet the criteria discussed in this webinar.

A simple application for managing projects, tasks, and team communication works best. Because no matter how tech-savvy the boss, manager, or business owner is, ultimately, most of the work is done by employees, and they want simplicity!

10 Nozbe reflects 10 steps

Simple structure: Projects  Tasks  Comments

1.  Write stuff down
2.  Organize your work in projects
3.  Set priorities 
4.  Cloud and  smartphone are your friends!

The habit of writing stuff down, or step 1, is fundamental in Nozbe. You can add a task to Nozbe from your phone or computer, from any place on the desktop or any app on your smartphone. This way, everything will always be recorded.

As we said in step 2, projects are areas of business activity or ventures that require many steps to complete.

To accomplish a project, you need to list the necessary steps, know exactly how to execute them, and who will do it best. That's why we break down projects into tasks. These tasks have deadlines or are added to priorities using a star, as we discussed in step 3.

Nozbe works in the cloud, offers apps for all platforms, and thus you have access to the system no matter where you are! I pointed this out to you in step 4.



Collaboration in Nozbe

Communication with projects, tasks, tags, files and comments!

5. 🤝 **Team projects (sharing is caring)**
6. 🏷️ **Tags to group and batch tasks**
7. 📎 **(Encrypted) files attached to tasks**
8. 🔍 **Easy review of what's going on**
9. 🧑 **No more email for collaboration!**

Working in a team (step 5) is simple in Nozbe because, by definition, projects can be available to everyone! This way, everyone can have an insight into the work, help, join, add feedback.


Tags in Nozbe help to group tasks as we discussed in step 6 - we can perform tasks more efficiently or communicate the status of work using tags!

Every task has space for discussion, i.e., comments - we called this task based communication. Everything related to a given task should be discussed right here, so that everyone in the team can find it and return to it at any time.


In a comment, you can include a bulleted list and a checklist, the stages of which can be ticked off. You can also attach a file: text, PDF, images, and photos, video files, and regular links. Moreover, all these attachments are encrypted and secure, as we mentioned in step 7.

Communicate with others

 **Emails are for hand shakes
- the work continues in Nozbe**

 **shared team projects
within your organization**

 **joint projects help work
with other teams or people**

 **you can email a task!**

Nozbe helps to collaborate and move away from email. First within the team, through shared projects, then with other teams, companies, or freelancers - through joint projects.

In Nozbe, we have 18 employees, but we also collaborate with external contractors and work in joint projects with them. This way we share just one project, in which we exchange tasks and work together.

The latest innovation of Nozbe is that you can send a task to anyone you want via email. As a result, that person simply clicks on a link in the email and gains access to the task. They can add a comment, mention you, or add an attachment in a secure way right from the browser!

Step 10 NOZBE

✅ Thousands of smart business owners choose Nozbe 🌐



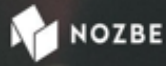
"A huge number of emails overwhelmed us. That's where Nozbe came in handy. We discovered the joy of checking tasks off and it took our work to a whole new level."

Paul Sagan, iMad Apple Premium Reseller

If you have any questions, contact our friendly customer support team at:

support@nozbe.com

P.S. And if you want to reach me directly, also contact our team, and they'll create a task for me to make sure I answer you quickly.



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Magda, our marketing specialist, will be happy to walk you through the app and tailor the demo to the needs of your business.