

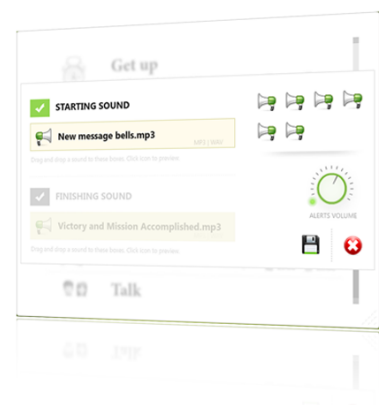
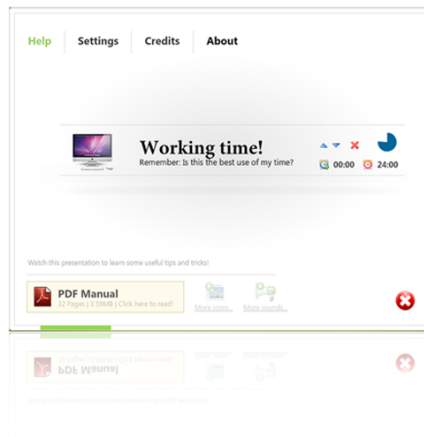
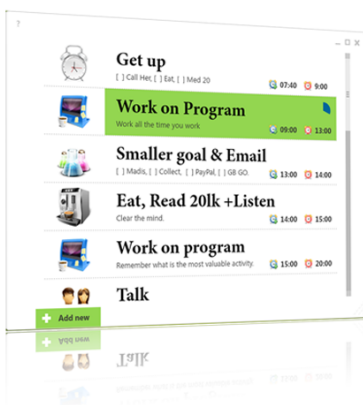
READ ME FIRST!



Session Planner Pro

Helping you focus and work in a highly systematic way

Quick ACTION GUIDE TIPS AND TRICKS



Session Planner Pro QuickStart Guide

Legal Disclaimer:

While every reasonable effort has been made to ensure the validity of the information contained herein, this document is for informational purposes only.

The author cannot be held liable for any type of loss that may occur as a result of using it.

Written by Martin Kruusement

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sessionplannerpro.com

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1. Getting Started

1. Installation **Instructions**

1) Open the folder where you found this guide and look for the SessionPlannerProInstall.air file.

On a Windows, it should look like this:



2) Double click on it to start the installer.

IMPORTANT: If it looks like your computer does not recognize the file, you will need to install Adobe AIR first from here: <http://get.adobe.com/air/>

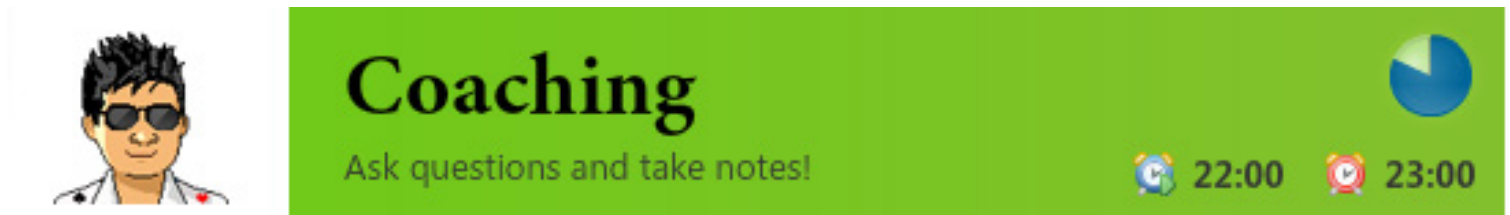
3) Follow the on-screen instructions until the app is installed.

4) Your new software will start automatically and look for any important updates. Once it is done, you will be shown a small introductory animation that will show you what to do. Refer back to this manual at any time you have a question.

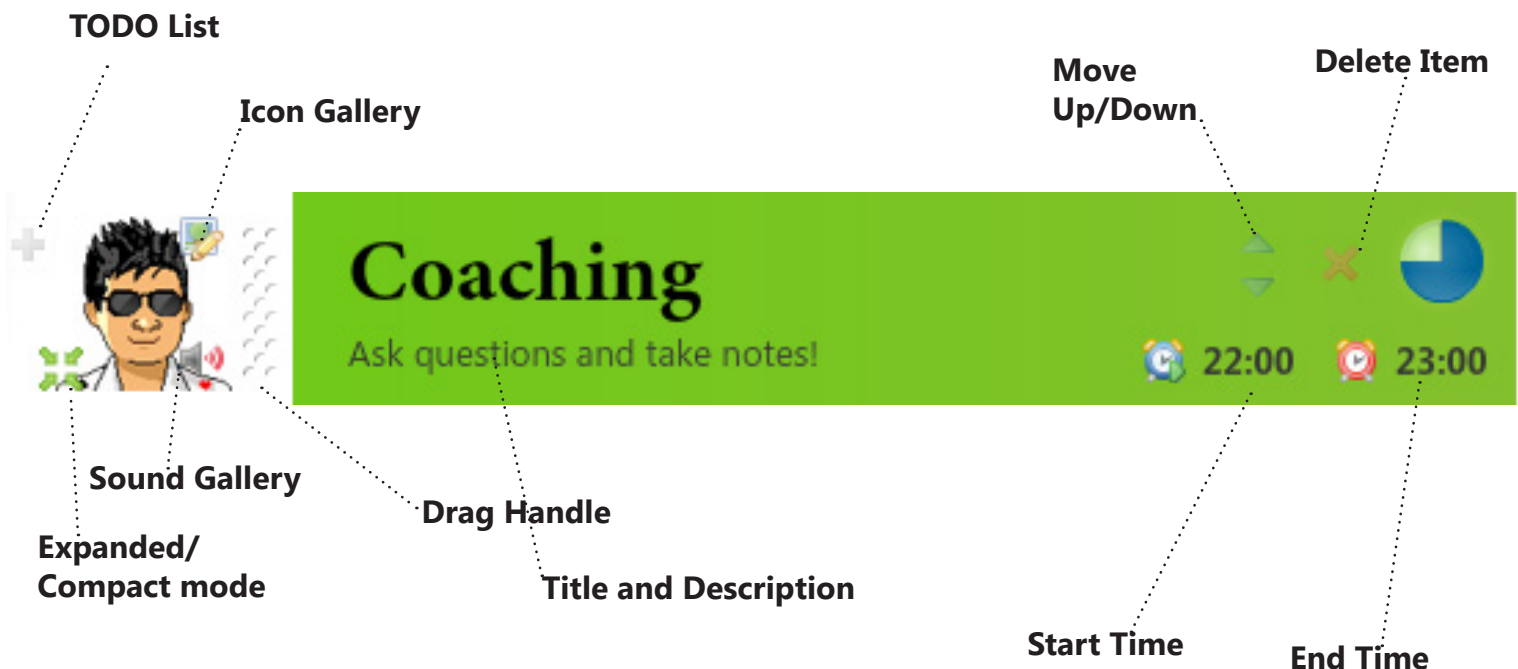
1. Getting Started

2. Basic Functionality

1) Your day is divided into time blocks, such like this:



Moving your mouse over a block opens up more options:

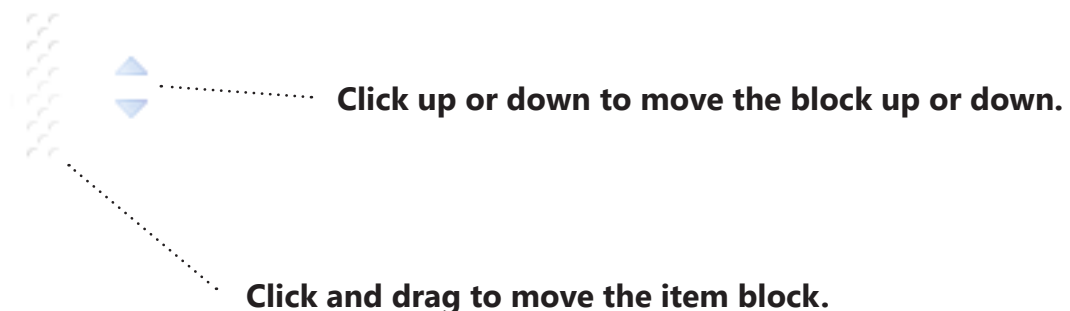


To **edit** a title or a description, click directly on the text:





Simply **click away** from the text field to **save** your new settings. Or press Enter.

Moving an item up or down can be done with these:






To move the application window, click and drag the white background (near the edge works better).
Resize the window from the bottom right corner.


To add a **TODO** list to a block, click on the green plus sign:





Coaching

Ask questions and take notes!

 22:00  23:00 

 ~~Completed item~~

 You can add to-do items as well

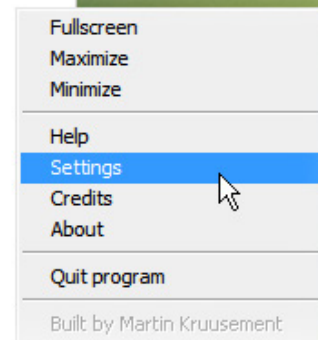
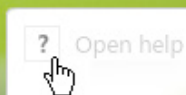
 **Add a to-do**

Complete/Uncomplete an item

1. Getting Started

3. Settings Explained

There are 2 ways you can get to your settings:



1) Click on the "?" in the top left corner

2) Right-click on the program background and choose "settings."



Click to turn the options on or off.



Start with my computer



Bring window to front if something starts or ends

When a time block starts or ends the app will jump to front to let you know.



SOUND VOLUME



ALERTS VOLUME

Other sound effects.

Time block start/end sounds.

Open THIS document.



PDF Manual

32 Pages | 3.59MB | [Click here to read!](#)

1. Getting Started

4. Choosing Sounds



To change a time block's sound effects, click on the speaker icon.



STARTING SOUND



logo_ident_stinger_084.mp3

MP3 | WAV

Drag and drop a sound to these boxes. Click icon to preview.



FINISHING SOUND



logo_ident_stinger_084.mp3

MP3 | WAV

Drag and drop a sound to these boxes. Click icon to preview.

Click to preview.



Drag and drop.



ALERTS VOLUME



Click here to save.

Click on the green/gray button to enable or disable the effect.

1. Getting Started

5. Choosing Icons



To change a time block's icon, click here.



DRAW AND DROP YOUR OWN PICTURE HERE

PNG | JPG | JPEG | BMP | SWF |



[More icons...](#)

Previous page Next page



Click on the icon you want and it will be selected and saved automatically.

Next/Previous pages.

3. How To..

1. Set Up **Your Day**

Once you first start your new software, it will have a default daily plan. You are free to change it whenever you want.

Here are a few tips to guide you:

- * At what time of the day are you most productive?
Set the working blocks accordingly.
- * Make sure to include resting blocks between work.
- * Include enough time for sleeping.
- * If you exercise, make sure you allocate time for it.
The ideal times are right after waking up and around 6pm.
- * Try the 60/60/30 method.
 - 1) 50 minutes of work followed by 10 minutes of rest.
 - 2) 50 minutes of work followed by 10 minutes of rest.
 - 3) 30 minutes of additional rest.
- * Once you set up the blocks, try to change them as little as possible. Do not try to use this app as a to-do program.

- * When you finish working for the day, set everything up so that you can easily start tomorrow. That includes cleaning your work-space so that you do not need to start the next day with cleaning but get can get to work immediately.
- * If you are familiar with Getting Things Done (GTD) you can use this app to manage your contexts.
- * Eat your biggest meal in the morning.
- * Include time before bed to review your day and see if you are on track with your goals.

3. How To..

2. Set Up **Your Week**

IMPORTANT: This feature requires the Pro version.
You already have it.

- * You should have at least one working block for each day. Do at least one hour even on a weekend day.
- * You can copy a previously set up day in by activating it and going to Duplicator and clicking on a day you want to paste the active day to.
- * Generally it is best to have the days as similar as possible. This will engrain the necessary work ethic habits faster.
- * Set your wake up and bed times the same each day. Do not sleep in during the weekends if you are not extremely sleep deprived.
- * Try to regain as much energy during the weekend as possible.
- * Try to do the most important work early in the week when you are still fresh.

4. Advanced Functions

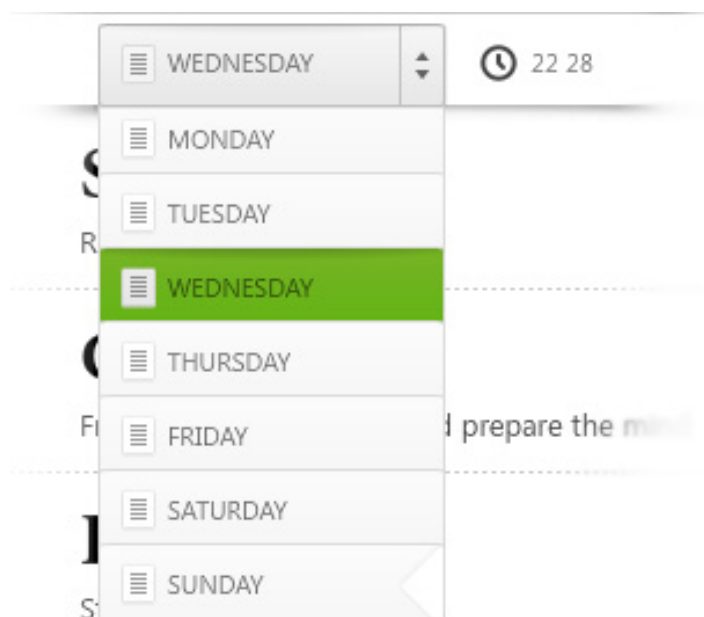
1. Planning out the **whole week** (part 2)

Once you first start your new software, it will have a default weekly plan. You are free to change it whenever you want.

Here are a few tips to guide you:

a) Plan your day and then use the Duplicator to duplicate your day into other days, this will override the previous plan for that day.

b) Use the Day dropdown to pick a day to edit.



Copy active day to...
This will replace the previous days content.



4. Advanced Functions

2. Using Additional Images

The easiest way is to simply drag and drop your images on an existing icon from any place you want.

To save the custom images into the icon gallery you will need to place them into the “icons” folder in the software installation directory.

On a Windows:

C:\Program Files\Limitless Projects\Session Planner Pro\icons

This structure may vary slightly depending where your windows is installed and what version of it you are using.

On a Mac:

Find your Applications directory and look for “Session...”. This folder will have “icons” in it.

On a Linux:

The place depends on your Linux distribution and version. You can use Search function: “Session Planner Pro” and then find the “icons” folder.

Your new sounds will appear the next time you open the Icon Gallery.

Recommended size is 64x64 pixels. Swf files supported.
[Click here to get more icons from GraphicRiver.](#)

4. Advanced Functions

3. Using **Additional Sounds**

The easiest way is to simply drag and drop your mp3 on an existing icon from any place you want.

To save the custom sounds into the sound gallery you will need to place them into the “sounds” folder in the software installation directory.

On a Windows:

C:\Program Files\Limitless Projects\Session Planner Pro\sounds

This structure may vary slightly depending where your windows is installed and what version of it you are using.

On a Mac:

Find your Applications directory and look for “Session...”. This folder will have “sounds” in it.

On a Linux:

The place depends on your Linux distribution and version. You can use Search function: “Session Planner Pro” and then find the “sounds” folder.

Your new sounds will appear the next time you open the Sound Gallery.

NB! Only MP3 Files are supported at this time.
[Click here to get more sounds from AudioJungle.](#)

5. TroubleShooting

Problem: **The Installer is not working.**

Solution: Re-Download the package and try again

Solution 2: Download the latest version of Adobe AIR:
<http://get.adobe.com/air/> and install it.

Problem: **The sounds are not working**

Solution: Right-Click and go to Settings to make sure
that the "Alerts Volume" knob is turned up.

Solution 2: Make sure your speakers are connected
and turned on.

Problem: **The time block does not activate.**

Solution: Make sure the start and end times are set.

Solution 2: The times should be in the 24-hour system.

Problem: **The application does not start.**

Solution: Please reinstall this application.

Solution 2: Update your Adobe AIR version.

Soultion 3: Contact martin@limitlessprojects.com

Problem: **"The demo ended" ?!**

Solution: Make sure you are connected to internet
when the application starts up and it is not
blocked by your internet security software.

NB! Only MP3 Files are supported at this time.

Click here to get more sounds from AudioJungle.

6. FAQ

Question: Can I change the volume of the starting logo or disable it?

Answer: Open settings and change Sound volume.

Question: Do I have to pay for the additional icons and sounds?

Answer: No. You can use whatever you can find on the internet. Most of them are free for personal use. Google: "free icons"

Question: I want plan out 7 days. How?

Answer: Change days from the dropdown menu.

Question: I hate this app. How can I get a refund?

Answer: E-mail your purchase receipt to me: martin@sessionplannerpro.com and I will do it immediately. You can include any comments or suggestions too if you want.

Question: Where can I find more icons and sounds?

Answer: Some very good ones are on AudioJungle and GraphicRiver. Do a search there or browse by categories.
Free icons can be found on Google.

Question: What if I have another Question?

Answer: E-mail it to martin@sessionplannerpro.com

7. Thanks!

I truly appreciate you purchasing this app.

Have fun with it!

If you need anything, feel free to email me at:
martin@sessionplannerpro.com

Also, check out other cool stuff:
<http://sessionplannerpro.com>