



**HWD Video Script**  
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This video is about four distinct advantages of the HWD App:

1. **Calendaring,**
2. **Tracking time,**
3. **Prioritizing work, and**
4. **Tracking progress.**

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**Calendaring.**

Calendar Feature	Google	Quick Base
Detail Visible in Month View?	No	Yes: the view "stretches" to fit content.
Connect to people?	No	Yes
Connect to things?	No	Yes
Handles recurring events?	Yes	No
Email reminders?	Yes - specific	Yes - general
Coordinates with Google Meet?	Yes	No

Conclusion: Google Calendar is great for personal use, recurring events, specific reminders, and coordinating with Google Meet.

Quick Base calendar is great for work/organizational use because it can be customized to connect with and relate to people and things, helping integrate and coordinate the organization.

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**Tracking Time: Whole Day Time Keeping (WDTK).** Have you ever heard of any of these quips?

*"Life is what happens while you're busy making other plans."*

*"Man plans, and God laughs."*

Do they resonate with you? I'll bet they do.

Because life is full of surprises, I have found that if you build your time keeping practices around your expectations, you'll miss out on a lot. Just today (05/26/2020), I received three unexpected, unplanned phone calls that took two hours to field, that totally changed the day's priorities in a better direction, because they improved my understanding.

In his book [Thinking, Fast and Slow](#), Daniel Kahneman points out that Slow or "System Two" type thinking is triggered by surprises. It rattles our assumptions and forces us to slow down and pay attention to what surprised us.

If we build our time keeping practices only around what we plan, predict, or expect, we'll blind ourselves to the

very surprises that could change our lives for the better by revealing new opportunities or better ways of doing things.

For this reason, after five years of experience tracking my own time as if it were money, I have concluded that WDTK is the only way to go. It simplifies time keeping by eliminating the question "Is this noteworthy?" because, as it turns out, everything is . . . especially the surprises.

WDTK consists of creating a new record every time you stop doing one thing and start doing another. As you proceed through your day, you watch the Today Report, which lists all of these records in sequential order.

The records include fields for your Contacts, Activity Types, Projects, and so on. Then when you need to summarize, it's all there at your fingertips, requiring no extra effort to compile.

And, ironically, once you get into the habit of tracking as you go, it literally takes no time to maintain. It just becomes another habit, like checking your email or getting a cup of coffee.

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**Prioritizing Work.** The HWD App synthesizes the work of David Allen, Steve Covey, Gary Keller, and Jay Papasan into a single, unified approach toward, as Allen calls it, "Getting Things Done."

From Allen, we get the idea of prioritization, scheduling, focus, and regular review.

From Covey, we get the Eisenhower Matrix, which distinguishes between what's Urgent and what's Important. Covey's "Second Quadrant" activities, "Saw Sharpening" activities like researching, developing, and planning, are the kinds of things that characterize his "Seven Habits of Highly Effective People." Second Quadrant activities are Important and Not Urgent.

From Keller and Papasan, we get "The Focusing Question": what is the One Thing you could do that would make everything else easier or unnecessary? Like Allen and Covey, they also emphasize the importance of scheduling and focus.

In the HWD App, we keep a table of One Thing(s). We indicate whether it's Important or Urgent. It isn't a garbage can of to-do's. Ideally, the only entries in that table answer The Focusing Question in a significant way. They qualify to be "One Thing(s)."

Once a One Thing has been added to the list, it can be scheduled, and done. We record the doing of the One Thing by linking it to the Activity records in our WDTK. And, One Thing(s) are designed to be relationship-related. Thus, each Employee has his or her own list of One Thing(s). That makes locating the right One Thing as we record our Activities easier, because it depends on the Employee. As we proceed through our day, we never have to think about ALL One Thing(s). That would be overwhelming.

To break it down further, this feature could be easily modified to be Account-centric instead of Employee-centric as you see here. Thus, each Employee could set and manage One Thing(s) for each of their Accounts (prospects, customers), and when they enter the Account, only its One Thing(s) would appear as options.

A rule of working with the One Thing(s) table is that ONLY ONE One Thing can have its "Now" box checked. That is your REAL, or current, "One Thing."

Once you do it, you record the date that you did it, un-check the Now box, and check the Now box of the NEXT most important One Thing. When you do that, the completed One Thing goes away, and the new One Thing floats to the top of the list.

You can filter your One Things by Urgency, Interest, Importance, and Contact. I knock out the Urgent ones first, then evaluate the rest according to how well they answer the Focusing Question.

Because they're linked to the Activity Records, you can see how much time it took to complete your One Things.

This can be very helpful for planning and estimating purposes in case your One Things are of a recurring nature or are similar to other One Things. (This same technique can be used in Job and Project Management. More about that later.)

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**Tracking Progress.** As I worked through Quick Base University to become a [Certified Builder](#), I found that Conventional Wisdom, or Customary Practice for determining Percentage Complete on a Project took a top-down approach. It presumed that an informed supervisor or manager decided how complete a project was, and checked boxes in records accordingly. If the manager had a lot of boxes to check, ways were suggested to automate or expedite the process.

But I got to wondering, how do they know? How do they become informed? We're all familiar with situations in which a project emerged half-baked, as it were . . . premature software rollouts that are still buggy, or God forbid, unsafe buildings opened prematurely for occupancy because of short term political or financial pressure, or arbitrary deadlines.

I got to thinking about quality workmanship of the European style in which a project (like the Sistine Chapel) was done when the workers themselves, the organization's nerve endings, determined that it was done. In the trade guilds, much respect was conferred upon the experienced craftsmen who really knew when a thing was truly finished, with no haste or potentially hazardous shortcuts.

Working with WDTK, I have included Percentage Complete functionality that provides a feedback loop between workers and supervisors. The workers themselves indicate their opinion of percentage complete on a task. The next time they work on that task, the total percentage complete so far is displayed in their new Activity record. Knowing this, they can gauge and report latest progress. When the Task is 100% complete, it is automatically checked off. No supervisor checks the box. The workers themselves effectively check the box by tracking percentage complete themselves.

Likewise does this process roll up the chain from Task, to Phase, to the Project as a whole. When all the Tasks in a Phase are 100% complete, so is the Phase, and its box is automatically checked. When all the Phases in the Project are complete, then and only then is the Project truly done.

All of this is accomplished by worker knowledge, not management opinion or fiat. This makes the manager's job easier now, because they're not making risky guesses any more. They're simply watching, navigating, and adjusting, working WITH workers, showing proper respect and appreciation for their knowledge and expertise, and benefiting from it.