

# TimmyOnTime command list

(For a more evolving and dynamic help file, visit <http://www.timmyontime.com/help>)

## Projects

*a project is an entity at the highest level in TimmyOnTime. It may correspond to that new contract you just signed with your customer. It may contain an unlimited number of tasks. Example of project : Bob's website*

To create a project, type : **Create project your project name**

To select a project, type : **1- set project, 2- A list of projects will appear, 3- Write the number or name of the project**

To list your projects, type : **list projects**

To respectively remove and restore a project , type : **remove project / restore project**

## Tasks

*a task is something that must be achieved in the "parent" project. A common mistake is to create too many tasks. Sometimes, instead of creating a task for every single thing you do, it's better to create a more generic task name and use it for many purposes. Then, if you want to be able to tell exactly what you are doing, use comments (see below). Example of task : Drawing mockups*

To create and start a new task, type : **create task your task name**

To start an existing task, type : **1- set task, 2- A list of tasks will appear, 3- Write the number or name of the task**

To stop the current task, type : **stop**

To restart the last task you were on, type : **restart**

To list your tasks, type : **list tasks**

To respectively remove and restore a task, type : **remove task / restore task**

## Comments

*Comments should be used for the most precise things you do. Say you are working in the "Drawing mockups" task inside the "Bob's website" project and that you are currently trying to find a good color scheme, it might be a good idea to write a comment for this instead of creating a new task. Example of comment : Trying to find a good color scheme*

To create a comment, make sure you are currently working in a task, then just type your comment. It is that simple!

## Reminders

*Reminders will pop a message in your instant-messaging application when you want it to.*

To list your upcoming reminders, type : **list reminders**

To create a reminder, type : **create reminder**

To remove a reminder, type : **remove reminder**

## Nudge

*Nudge will pop a message in your instant-messaging application when you are not working and you are supposed to.*

To set the time when Timmy should nudge you if you are not working, type : **set nudge**

To stop Timmy from nudging you, type : **remove nudge**

To stop Timmy from nudging you for the rest of the day, type : **snooze**

Show your current nudge options : **show nudge**

## Tags

*Tags let you freely classify your projects and tasks. Example, you have two tasks from different projects that are about "Design", tag them and you will be able to log on the web and list those 2 tasks by clicking on the desired tag. Example of tag : Design*

To add tag(s) to the current project, type : **tag project <tags separated by commas>**

To remove tag(s) from the current project, type : **untag project <tags separated by commas>**

To add tag(s) to the current task, type : **tag task <tags separated by commas>**

To remove tag(s) from the current task, type : **untag task <tags separated by commas>**

## Team (unlimited version only)

*When you subscribe for the unlimited access, you have the possibility to add co-workers (who must be subscribers too) to your projects. Here are the team-related commands*

To add a user to your current project, type : **add user user@email.com**

To add more than one user to your current project, type : **add users user1@email.com, user2@email.com**

To list the users in the current project, type : **list users**

To remove a user from the current project, type : **remove user user@email.com**

## Other commands

To know what you are currently working on, type : **current**

To know how much time you spent on the current task and project, type : **time**

To register for a web access, type : **register web**

To reset your password of your web access, type : **reset password**

To display the most common commands, type : **help**

To display your current timezone, type : **show timezone**

To set your timezone, type : **set timezone**

If you're stuck in the middle of a command, type : **cancel**