

## **Contents**

- 1 Introduction**
  - 1 Is This System For You
  - 3 A Solemn Vow and the Origins of This System
  - 5 Searching For A Solution
  - 6 Developing The Ultimate Solution
  - 7 Ten Years Later
  
- 9 Chapter One**
  - Projecteze: The Ultimate Organizational System*
  - 10 The Evolution Of Information Overload
  - 11 What do the best of the best do?
  - 12 Existing Productivity Systems and Unworkable Gaps
  - 16 Hyper-Efficient and Balanced
  - 17 Creating Space
  - 18 My Personal Organizational System
  - 19 Requirements For The Ultimate Organizational System
  - 20 Constructing My Own System
  - 22 Projecteze: The Ultimate Organizational System
  - 23 A Sample Projecteze Table
  - 24 What Makes Projecteze So Effective?
  - 26 Is Projecteze Meant For You?
  - 27 Personal Boundaries
  - 28 My Greatest Hope
  
- 29 Chapter Two**
  - Setting Up Your Projecteze Table*
  - 31 Structure of the Projecteze Table
  - 36 A Brief Description of Each Column
  - 42 Sorting And Adding Rows
  - 44 Naming and Saving Your Table
  - 47 Archiving Your Projecteze Table
  - 48 Password Protection for Your Projecteze Table
  - 48 Using Your Projecteze Table—An Illustrated Example
  - 55 The Power of Sorting
  - 57 Implications of Using Projecteze:  
Clear Communication and Accountability
  
- 61 Chapter Three**
  - Just The Right Level Of Detail*
  - 63 Adjusting the Level of Detail: Essentials and Efficiency
  - 63 Processing Information

66	Commitments & Action Items— The Column May Flow onto Many Pages
67	Commitments & Action Items—Information Per Row
69	Commitments & Action Items—Open Flexibility
72	Breaking Down Projects Into Many Rows
<b>75</b>	<b>Chapter Four</b> <i>Projecteze For Work: Move Beyond Just Keeping Up</i>
82	Commercial Construction: Many concurrent projects and contractors
86	Oil & Gas Engineering: One major project involving many disciplines
89	Consulting: Many clients, each with several projects
92	Vacations and Other Absences: Taking the stress out of leaving work and returning
<b>97</b>	<b>Chapter Five</b> <i>Self-Discipline and Keeping Your Projecteze Table Alive</i>
99	Processing Electronic Information
101	Daily Routine
104	Flowchart of Daily Projecteze Steps
<b>107</b>	<b>Chapter Six</b> <i>Building and Customizing Your Own Projecteze Table</i>
108	Build Your Own Projecteze Table
110	Customize Your Projecteze Table
<b>117</b>	<b>Chapter Seven</b> <i>Becoming Proficient with Projecteze</i>
118	Meetings and Agendas Made Easy
118	Smart Phones, PDAs and Projecteze
119	References within a Projecteze Table
120	Delete a Completed Project
120	Add a New Project to a Table
120	Clearing Cells in a Table
120	Set up Several Tables within One Projecteze Document
121	Projecteze as a Legal Document
121	Sort Specific Text Using the Paragraphs Sort Feature
123	Use Text Highlighting and Bold Text to Grab Attention
124	Embedding Links to Other Documents
124	Embedding Portions of Other Documents
126	Embedding Complete Documents
128	Embedding a Smaller Table within Your Projecteze Table

<b>131</b>	<b>Chapter Eight</b>
	<i>Projecteze For Home</i>
133	Spring Household Maintenance
133	Fall Household Maintenance
133	Household—General
134	Family
134	Automobiles
135	Financial
135	Internet
135	Home Computer
135	Hobbies
135	Shopping
135	Miscellaneous
136	Reading
136	Travel
<b>141</b>	<b>Chapter Nine</b>
	<i>Projecteze For School</i>
143	High School and Beyond
144	Off To Post-Secondary School
154	Starting University Classes
<b>157</b>	<b>Chapter Ten</b>
	<i>Projecteze For Teams: Organization-wide Benefits</i>
158	Team Projecteze Table
<b>161</b>	<b>Conclusion</b>
	<i>Projecteze: The Ultimate Benefit</i>
165	Courses on the Projecteze System
166	Share Your Projecteze Experiences
<b>167</b>	<b>Bibliography</b>
<b>169</b>	<b>Appendix A</b>
	<i>Detailed Instructions For Setting Up And Using The Projecteze Table</i>
<b>178</b>	<b>Appendix B</b>
	<i>MS Word Menus Conversion Table</i>
<b>185</b>	<b>Appendix C</b>
	<i>How To Change The Default Font Type And Size In MS Word</i>
<b>186</b>	<b>About the Author</b>