

Ready-Set-Do! Translation Index

(Last updated September 20, 2007)

The following is a comprehensive list of every button, dialog, saying and variable used in the Ready-Set-Do! program. It is provided here in order to aid you in translating RSD into another language. Translating is as simple as changing the comments in the "_RSD Settings" folder located in << startup disk >> --> Users --> <<home>> --> Library --> Application Support --> Ready-Set-Do! --> (located here). You can "experiment" with your own copy of Ready-Set-Do! by changing the name of the default RSD Settings folder to something like "_RSD Settings2" or something else. You can then duplicate this folder and rename it "_RSD Settings" and begin translating the items in this newly made folder and see how your translation is working with your own copy of Ready-Set-Do!. To switch things back to their default settings, you can just move or delete your translated RSD settings folder and then change the name of the "_RSD Settings2" folder back to "_RSD Settings" to return things as they were before.

BUTTONS

These are the names of the buttons used in Ready-Set-Do! Just remember to keep the names short as there is only a limited amount of room in the dialog boxes for buttons with long names.

001 <120min	Buttons #001-005 are used for the Get Some Reading
Done script. They specify how much time an item will take to read.	
002 <15min	
003 <30min	
004 <60min	
005 >120min	
006 Actionable	This is the button for something being actionable - a task /
not a project. Make sure this is consistent with the GTD book if translated into the target language you are translating into.	
007 Activate	
008 Add Moving Parts	Choice to add moving components to a project and then
specify their next actions.	
009 Add to Project	
010 Back	Allows user to return to the previous dialog box.
011 By Email	For delegating to another person by email.
012 By Phone	For delegating to a another person by phone.
013 Cancel	It is very important that this is consistent with the target
language. Whatever the word for "cancel" is normally when using any other program, this is the word you should use for the target	
language. To double-check, put your computer into the other language you'll be using by changing your language preference in the	
International Preference pane in System Preferences and then logging out. Then make a new script in Script Editor with the phrase "tell	
application "Finder" to display dialog "What is the button to use?" and then click the "play" button. Whatever the default button name is for	
"cancel" in that language, that's what you need to use.	
014 Clarify the Outcome Vision	Choice for clarifying the outcome vision of a project.
015 Clarify the Primary Purpose	Choice for clarifying the primary purpose of a project.
016 Clarify the Standards	Choice for clarifying the standards of a project.
017 Complete	
018 Complete	(This is a duplicate, but do not delete it or it will mess up
the scripts)	
019 Completed Tasks Log	The choice for making a report of all of one's completed
tasks.	
020 Defer Project until...	
021 Defer Until	
022 Delegate To	
023 Delete	
024 Do Now	
025 Done	The button pressed when done emptying one's head
026 Eliminate	If you can find something similar in the target language to
the English alliteration "Eliminate, Incubate, Activate" - that would be preferred for these buttons	
027 Follow-Up	
028 Generate All Reports	
029 Identify/Organize Components	For identifying and organizing parts of a Project.
030 In Person	For delegating to someone else in person (i.e. face-to-
face)	
031 Incomplete	
032 Incubate	If you can find something similar in the target language to
the English alliteration "Eliminate, Incubate, Activate" - that would be preferred for these buttons.	
033 It's a Project	
034 It's an Action	
035 It's Reading	
036 Jot Some Thoughts Down	
037 Keep until	It is very important that this be TWO WORDS that typically
begin a sentence and are consistent across RSD. So whatever the equivalent phrase is in the target language, make sure it is two words	
and that the first word matches for the Global Variable #067 "keep". The word "keep" is searched to make sure items that begin with that	
word in the comments go to the 'Waiting For' folder.	
038 Make New Project	
039 Make Sub-Project	
040 More Action	To move toward more action on a project
041 More Clarity	To move toward more clarity on a project
042 Next	To move to the next item to process

043	Next Month	To postpone something until the next month
044	Next Week	To postpone something until the next week
045	No	
046	NonActionable	Make sure this is consistent as the opposite of the
	"Actionable" button above.	
047	OK	It is very important that this is consistent with the target language. Whatever the word for "OK" is normally when using any other program, this is the word you should use for the target language. To double-check, put your computer into the other language you'll be using by changing your language preference in the International Preference pane in System Preferences and then logging out. Then make a new script in Script Editor with the phrase "tell application "Finder" to display dialog "What is the button to use?" and then click the "play" button. Whatever the default button name is for "OK" in that language, that's what you need to use.
048	One Document	To make only one document when making the project
	detail of a selection of projects.	
049	Open Item	To open an item when processing the inbox to see what it is
050	Other	To provide another context for getting reading done
	besides the typical ones	
051	Productivity Report	The choice for making one's productivity report.
052	Projects	Takes the user to the Projects folder so they can choose a project to file an item to.
053	Reference	Takes the user to the Reference folder so they can choose where to file an item they are processing.
054	Rename	To rename a file
055	Review Items	To review items before deciding whether to trash them or file them.
056	Review Moving Parts	To review the moving components (i.e. actionable)
	components of a project.	
057	Send to Reference	
058	Send to Trash	
059	Separate Documents	To make separate documents when making project detail
	on a selection of projects.	
060	Skip	To skip to the next script or process.
061	Someday-Maybe	It is very important that this be TWO WORDS that typically begin a sentence and are consistent across RSD. So whatever the equivalent phrase is in the target language, make sure it is two words and that the first word matches for the Global Variable #108 "someday". Example: A person can type "someday" as a shortcut for postponing an item to the "Someday-Maybe" folder. So it's important that these are consistent.
062	Trash	To send a file to the Trash
063	With Audio	To use RSD with audible coaching
064	Without Audio	To use RSD with dialog boxes rather than audible coaching
065	Yes	
066	Doesn't matter	Choice for getting reading done when how much time doesn't matter.
067	Agree	Button to agree to terms and conditions of RSD when running the installer.
068	Send Evaluation	For sending an evaluation of Ready-Set-Do!
069	Buy It Now	To purchase the official version of Ready-Set-Do!
070	Later	To send feedback about RSD some at a later date.
071	Send Feedback	To send feedback about RSD.
072	Not Yet	To wait to purchase RSD at a later time.

DIALOGS

These are the phrases used in the dialog boxes in Ready-Set-Do! Just remember to keep them about the same length in the target language as there is a limited amount of room in the dialog boxes. You may also need to adjust spacing to make sure your translation centers properly. As, for example in Dialogs #001-004.

001	Mission-Critical by Priority	Needs to match the name for MISSION-CRITICAL folder name when making projects. So it should match Global Variable #009. It tells users that items in this folder get sorted by Priority.
002	Key Milestones by Sequence	Needs to match the name for KEY MILESTONES folder name when making projects. So it should match Global Variable #010. It tells users that items in this folder get sorted by Sequence.
003	Deliverables to Required Degree	Needs to match the name for DELIVERABLES folder name when making projects. So it should match Global Variable #011. It tells users that items in this folder get sorted by Priority.
004	Time --> Energy --> Priority	David Allen's recommendation for how to process items after context. Try to match this with the book if already translated into the target language.
005	items.	This follows the number of items completed in the Get Actionables Done script and Get Reading Done script. So it needs to grammatically match up with Dialogs # 032. It completes that phrase.
006	Are you ready to get clear on all of your Projects?	
007	This folder contains further items. Do you want to trash these items as well?	
008	items to process.	
009	to process.	
010	'Done' would mean...	
011	'Why' do you want to read	The file name will follow this phrase.
012	@ Location: Next action for you to do	A sample next action to show users the proper format for specifying next actions. They must be in the format of beginning with "@", then the location context, then a ":" character, then the next action specified. The @ and : characters are critical to make sure users know how the scripts work.

013 @ Read-Review: Read this because Joe sent it to me A sample next action to show users the proper format for specifying next actions. They must be in the format of beginning with "@", then the location context, then a ":" character, then the next action specified. The @ and : characters are critical to make sure users know how the scripts work.

014 All of your iCal todos were successfully moved to Calendar #1 and prefixed with their appropriate locations.

015 and communicated it to everyone who ought to know it? Finishes the phrase from Dialogs #046-#048 and the file name comes right before it.

016 Any remaining open loops will be sent to your Someday-Maybe folder

017 appears to be a sub-project. Are you ready to make it active? The file name precedes this phrase.

018 Are you done reviewing your agenda for today?

019 Are you ready for me to make your Action Lists?

020 Are you ready to follow up your Waiting Fors?

021 Are you ready to get some of your reading done?

022 Are you ready to process your Actionables?

023 Arrange your PAPER-BASED reading materials and actionables based on location/time contexts:

024 Be Creative and Courageous: Do you have any more new, wonderful, hare-brained, creative, thought-provoking, risk-taking ideas you can add to your system?

025 Begin reading at This is the phrase that will be the bookmark for reading - lets the user know where to begin reading again. It is followed by whatever the user specifies -- a section heading, a page number, etc.

026 being done? What is its primary purpose? Completes Dialogs #124 and immediately follows the name of the Project. "Why is [project X] being done? What is its primary purpose?"

027 Can you complete this in less than 2 minutes?

028 Choose the Project to send your thoughts to:

029 Choose your location:

030 Collect and put all scattered files, documents, emails, etc. into your INBOX

031 Command-Click your top three projects:

032 Congratulations! You completed Connects with Dialogs #005. "Congratulations! You completed [X] items." So make sure you have both sides around the X work in the target language.

033 CONGRATULATIONS! You completed your Weekly Review! Now go reward yourself!

034 Defer this until...?

035 Delegate this to who?

036 DELIVERABLE The name of the DELIVERABLES folder -- only in the singular! -- to refer to a single deliverable component in that folder. Needs to correspond with your translation of Global Variable #011.

037 Did you send the email off to This is followed by the name of the person the task is being delegated to by email.

038 Do you need More Clarity or More Action on Followed by the name of the project.

039 Do you want to add an attachment to this email?

040 Do you want to specify the Next Actions for these new items?

041 Do you want to trash these items as well?

042 Empty Your Head: Write down any new projects, action items, waiting-fors, someday-maybes, etc. you haven't captured:

043 Envision the successful outcome as already having happened by describing it in the 'past' tense.

044 File the project under the following name?

045 has been successfully filed with its main project. Name of the project precedes this phrase. Main project is the project that is governing this sub-project. The sub-project gets filed with it's main project once it is complete.

046 Have you clarified the primary purpose of Connects with Dialogs #015

047 Have you clarified the standards for Connects with Dialogs #015

048 Have you clarified the successful outcome vision of Connects with Dialogs #015

049 Have you completed Followed by the name of the file name, task, or project

050 How do you want to follow this up?

051 How much time have you got?

052 Is this actionable?

053 Is this the successful outcome? If not, what is the successful outcome of Followed by the file name

054 It's time for Today's Review. Are you ready?

055 It's time for your Weekly Review. Are you Ready? Connects with Dialogs #103. "There are no [<15min] items for location [X]." Used with the Get Some Reading Done script.

056 items for location

057 Keep this until...?

058 Keep until June 2009

059 KEY MILESTONE The name of the KEY MILESTONES folder -- only in the singular! -- to refer to a single key milestone component in that folder. Needs to correspond with your translation of Global Variable #010.

060 letters from A to Z Very important to get this right!! Whatever the target language is, OS X will sort based on that language sort order is in International Preferences. This also needs to match up with the letter prefixes list located in _RSD Settings --> Lists --> Letter Prefixes. This provides the sort order for project components when they get prefixed with letters from A to Z. Connects with Dialogs #067

061 Made sure This phrase will precede all Standards elements for a project. It is very important that this can begin each phrase and two words are preferred

062 MISSION-CRITICAL The name of the MISSION-CRITICAL folder -- only in the singular! -- to refer to a single mission-critical component in that folder. Needs to correspond with your translation of Global Variable #009.

063 New idea I just had

064 Now choose the three most important projects you need to focus on for this upcoming week.

065 Now complete, what do you want to with File name follows this phrase

066 Now let's get your INBOX to empty!

067 Now organize the moving parts of the project. Bring all three windows forward. Then prioritize the moving parts by prefixing their file names with

068 Now when you make a new todo you can use one of the following formats

069 numbers from 001 to 999 This provides the sort order for project components when

they get prefixed with numbers from 001 to 999. Connects with Dialogs #067

070 OUTCOME VISION The name of the OUTCOME VISION folder -- only in the singular! -- to refer to a single outcome component in that folder. Needs to correspond with your translation of Global Variable #008.

071 Please keep what's on your mind to under 250 characters

072 Please wait a minute or two while I update your Projects.

073 PRIMARY PURPOSE The name of the PRIMARY PURPOSE folder -- only in the singular! -- to refer to a single purpose component in that folder. Needs to correspond with your translation of Global Variable #004.

074 Process Your Notes: Review & Purge all notes and journal entries for actionable, projects, waiting-fors, calendar events, and someday-maybes, or reference

075 Project-Name of new project Sample project name. It is very important that this match up with Global Variable #095 "Project" since this is the prefix that gets attached to every project in the Projects folder.

076 Rename file to...

077 Review ACTIONABLE Items: Mark off completed actions. Review for reminders of further action steps to capture.

078 Review FUTURE Calendar Dates (long- and short-term) for actions about agreements and preparations for upcoming events.

079 Review PAST calendar dates in detail (esp. last week's) for action items, reference info, etc." & return & return & "Write anything you need to do or remember here:

080 Review PENDING and SUPPORT Files: Browse all work-in-progress support material to trigger new actions, completions, and waiting-fors.

081 Review PROJECTS (and Larger Outcomes): Evaluate the status of projects, goals, and outcomes one-by-one, ensuring that at least one current kick-start action for each is in your system.

082 Review Relevant Checklists: Is there anything else you haven't done that you need to do?

083 Review SOMEDAY-MAYBE Items: Delete any items no longer of interest. Check for any projects that may have become Active and transfer them to PROJECTS.

084 Review WAITING FOR Items: Check off any received items. Record appropriate actions for any needed follow-up.

085 Roughly, how much 'time' will it take to read

086 Search the Project Support file for any actionable elements and drag them into Mission-Critical Components, Key Milestones, or Deliverables

087 See the Sync iCal ToDos Read Me file for more details. Now choose 'OK' and wait until the sync is complete...

088 seems to be complete. Are you ready to file the project now?

089 Should this be made into a new project or added to an existing one?

090 Specify any new parts of the project here:

091 STANDARD The name of the STANDARDS folder -- only in the singular! -- to refer to a single standard component in that folder. Needs to correspond with your translation of Global Variable #006.

092 The original item was copied to another disk or server. Now do you want to delete the original from your startup disk?

093 The script needs the helper script named '2. Get INBOX to Empty' to proceed:
The script name 3. Get Come ACTIONABLES Done needs to remain in English as is. Same for Dialogs #094-101

094 The script needs the helper script named '3. Get Some ACTIONABLES Done' to proceed:

095 The script needs the helper script named '4. Get Clear on PROJECTS' to proceed:

096 The script needs the helper script named '4. Get Clear on PROJECTS' to proceed:

097 The script needs the helper script named '5. Follow Up WAITING FORS' to proceed:

098 The script needs the helper script named '6. Get Some READING Done' to proceed:

099 The script needs the helper script named 'Make Action Lists' to proceed:

100 The script needs the helper script named 'Make Action Lists' to proceed:

101 The script needs the helper script named 'Update Projects' to proceed

102 The Weekly Review Script needs to locate the 'Checklists' folder in order to complete

103 There are no items for location [X]." Connects with Dialogs #056. "There are no [(< 15 min)]

104 There are no items in your Actionable folder.

105 There are no items in your Projects folder.

106 There are no items in your Read-Review folder.

107 There is no data yet to generate these reports. Refers to the productivity and completed tasks log reports

108 There was a problem attempting to file Followed by the file name

109 This appears to be a new project. Are you ready to get clear on all of its components?

110 This droplet only works with projects from your Projects folder.

111 Updating projects now complete!

112 Waiting for so-and-so to get back to me A sample next action that goes to the waiting for folder

113 Wasn't unable to locate and open 'Checklists' folder

114 What do you want to do with Followed by the file name

115 What is it?

116 What is the best 'place' for you to read

117 What is the next physical action for Followed by the file name

118 What new things would success on this project make possible?

119 What's on your mind about Followed by the file name

120 Where do you need to start reading from the next time you choose to read this?

121 Where should this go then?

122 Which is the best 'place' for you to read Followed by the file name

123 Who would you like to send this email to?

124 Why is Connects with Dialogs #026. "Why is [Project X] being done? What is it's primary purpose?"

125 Wild success on this project would look like what? Describe it...

126 Would you like one document with the details for all of these projects or separate documents for each project?

127 Write any new thoughts here

128 Write anything you need to do or remember here:

129 Write what's on your mind about this project here:

130 Write what's on your mind here:

131 You have 1 new item on your agenda for today
132 You have quite a few items on your desktop. Would you like me to send every item that is not an alias on your desktop to your INBOX?
133 You seem to have not done your Reviews in over a month? Do you want me to continue grabbing elements out of your 'Tickler' file from the last time you did your review?
134 You seem to have not done your Reviews in over a month? Do you want me to continue grabbing elements out of your 'Tickler' file from the last time you did your review?
135 You would give free reign of this project to others as long as they...
136 You'll need to file the project manually
137 Your INBOX contains stuffed files you may have already unstuffed on your computer. Would you like to go ahead and send all items with suffixes like these to the trash?
138 Your INBOX is now empty!
139 — These formats do not need a '@' or ':' character —
140 — These formats need ':' after location contexts —
141 • Actionable -> Put all @ Home together, all @ Office together, all @ Errands together, etc.
142 • Reading -> Put all (<15min) together, all (<30min) together, all (<60min) together, etc.
143 There are no items in your Waiting For folder.
144 Okay, your action lists are now complete!
145 Send your Action Lists to which email addresses? (Separate multiple email addresses by commas)
146 There are no items in your RSD desktop folders.
147 Please wait just a few minutes while I design a master list of your projects.
148 Your Master Projects List is now complete!
149 There are no agenda items or waiting fors to make.
150 Agenda items are specified in the format of Underneath this is an example of how agenda items need
to be written. See, for example, Dialogs #151.
151 @ Agendas (John Doe): Next action... A sample next action to show users the proper format for
specifying next actions. They must be in the format of beginning with "@", then the location context, then a ":" character, then the next action
specified. The @ and : characters are critical to make sure users know how the scripts work.
152 Waiting fors are specified in the format of Underneath this is an example of how waiting for items
need to be written. See, for example, Dialogs #153.
153 Waiting for John Doe to...
154 Command-click the people you want meeting notes for
155 There is not enough free disk space to zip your RSD Desktop. Can you choose another disk or server with at least
Goes with Dialogs #156 (below). "Can you choose another disk or server with at least [X]MB of available disk space?"
156 of available free disk space?
157 Okay, please choose the destination to zip your RSD Desktop to:
158 There is not enough space on disk to zip your RSD Desktop. Please try again.
159 There is not enough free disk space at this location to zip your RSD Desktop.
160 User cancelled
161 Your Ready-Set-Do! Desktop is now in the process of being zipped. Please allow approximately
Goes with Dialogs #162 (below). "Please allow approximately [X] minutes for it to complete."
162 for it to complete.
163 Your Ready-Set-Do! Desktop was successfully zipped.
164 There is already an item with this name in that location.
165 The script needs the helper script named 'Ready-Set-Do! Registration' to proceed:
Ready-Set-Do! Registration must stay in English, as is
166 An error was encountered initiating the script.
167 This droplet only works by dropping items onto it.
168 You seem to be deferring a lot of items. Would you like to spread these out over time?
169 The attempt to set the Ready-Set-Do! Desktop folders to just file names and comments did not succeed. Please follow the
instructions in the Read Me file for setting this up manually.
170 By installing 'Ready-Set-Do!' you are agreeing to all of the terms and conditions as laid out in the Read Me file that accompanied this
script.
171 Congratulations. You have installed Ready-Set-Do! scripts successfully. All items which were on your desktop are now in a folder
called 'Your Desktop Items' on your desktop.
172 Please enter the following registration code and keep it for your records
173 An item with the same name 'Your Desktop Items' already exists on the desktop. Try relocating this item and run the installer again.
174 An item with the same name 'REFERENCE' already exists in your home folder. Try relocating this item and run the installer again.
175 The following information is required in order to register Ready-Set-Do!.
176 Installation of the Ready-Set-Do! scripts was unsuccessful. Try running the installer again or following the instructions for manually
installing the scripts.
177 This installer may need to empty your trash can when it is finished. If there is anything in your trash can you want to keep please
move it out of the trash can and then click 'OK'.
178 Make sure the 'Ready-Set-Do! Folder' is on your desktop. Then run the installer again.
Ready-Set-Do! Folder needs to stay in English, as is
179 Now drag the Ready-Set-Do! icon to the right side of your Dock.
180 What is your first name?
181 What is your last name?
182 What is your street address?
183 What city?
184 What state?
185 What is your zipcode?
186 What is your day-time phone number?
187 What is your email address?
188 The Ready-Set-Do! zip file did not unzip properly.

189 Please write these steps down and do the following:
 190 1. Delete the Ready-Set-Do! Folder by moving it to the trash
 191 2. Control-click on the Ready-Set-Do_1_2_Demo.zip or Ready-Set-Do_1_2.zip file
 192 3. Choose 'open with', and select 'BMOArchiveHelper'
 193 4. Then try running the Ready-Set-Do! Installer again
 194 Thank you for registering Ready-Set-Do!
 195 UI element scripting is not enabled. Check 'Enable access for assistive devices' and run the installer again.
 196 In order to set up your Ready-Set-Do! desktop, every item not related to Ready-Set-Do! on your desktop will be placed into a new folder called 'Your Desktop Items' which you will find at the center of your screen after the installation is complete.
 197 This is the trial version of Ready-Set-Do!. To upgrade your official copy of Ready-Set-Do! to the new version you can download it from here. Choose 'Latest RSD Scripts' to download the upgrade. Then run the installer.
 198 The attempt to set the Ready-Set-Do! Desktop folders to just file names and comments did not succeed. Please follow the instructions in the Read Me file for setting this up manually.
 199 Are you sure you want to uninstall the Ready-Set-Do! scripts? This action cannot be undone. If you are installing an update to the latest version of RSD, you do not need to run this uninstaller.
 200 Uninstallation of the Ready-Set-Do! scripts is now complete.
 201 Are you ready to get clear on these projects?
 202 You must already own an official copy of the Ready-Set-Do! scripts before trying to install these newer versions of the scripts.
 203 Installation of the latest Ready-Set-Do! scripts was unsuccessful.
 204 Installation of the latest Ready-Set-Do! scripts was successful. Enjoy!
 205 If you set your 'Do Daily Review' and 'Do Weekly Review' scripts to run automatically with iCal, you will need to reset the alarms for those events to 'Open File' and navigate to the newly installed ones in your 'Ready-Set-Do!' applications folder.
 206 Instructions for this are found under the 'Automating it All with iCal' section of the 'How to Use Ready-Set-Do!' file
 207 You have exceeded the limits of this evaluation copy of Ready-Set-Do!. To continue using the Ready-Set-Do! scripts you will need to purchase the official version.
 208 Thanks for evaluating this Demo Version of the Ready-Set-Do! scripts.
 209 The Ready-Set-Do! script set is \$19.95 and can be ordered here at Kagi. Upon purchase you'll receive a confirmation email and be able to download the official version immediately.
 210 What did you like MOST about using Ready-Set-Do!?
 211 What did you like LEAST about using Ready-Set-Do!?
 212 What suggestions do you have for future versions of these scripts?
 213 Would you like to send your Ready-Set-Do! feedback now?
 214 Ready-Set-Do! is \$19.95 shareware. To continue using the Ready-Set-Do! scripts without this recurring message, you will need to purchase the official version of the scripts.
 215 Once the limits of this evaluation copy of Ready-Set-Do! have been reached you will need to purchase the official version of the scripts.

FOLDER NAMES

These are the names of the desktop RSD folders. It is very important that these names are consistent across RSD. If you find these folders named in other variables and dialogs, make sure you name them there exactly as you have here.

001	INBOX	
002	CALENDAR	
003	ACTIONABLE	
004	READ-REVIEW	
005	PROJECTS	
006	WAITING FOR	
007	REFERENCE	
008	Send to PDA	
009	Send to Paper	
010	Send to iPod	
011	SOMEDAY-MAYBE	Needs to be two words. The first word must correspond
	with your translation of Global Variable #108	
012	TICKLER	
013	Checklists	

GLOBAL VARIABLES

These are global variables used by Ready-Set-Do! that are not dialogs or buttons. Things like the names of project folders, location contexts, default comments, etc.

001	(Started was activated	Followed by the time stamp date of when the sub-project
002	1-PROJECT SUPPORT number 1 must prefix your translation.	Name of the Project Support folder for Projects. The
003	1st Degree Black Belt	
004	2-PRIMARY PURPOSE number 2 must prefix your translation.	Name of the Primary Purpose folder for Projects. The
005	2nd Degree Black Belt	
006	3-STANDARDS must prefix your translation.	Name of the Standards folder for Projects. The number 3
007	3rd Degree Black Belt	
008	4-OUTCOME VISION number 4 must prefix your translation.	Name of the Outcome Vision folder for Projects. The
009	5-MISSION-CRITICAL	Name of the Mission-Critical folder for Projects. The

number 5 must prefix your translation.	
010 6-KEY MILESTONES	Name of the Key Milestones folder for Projects. The
number 6 must prefix your translation.	
011 7-DELIVERABLES	Name of the Deliverables folder for Projects. the number 7
must prefix your translation.	
012 << broken alias >>	When the update projects script runs and finds a duplicate
alias, it trashes the duplicate and writes this to the comments field of that alias in the trash	
013 << connected with project in tickler file >>	When the update projects script runs and finds an alias
connected with something in your Tickler, it trashes the alias and writes this to the comments field of that alias in the trash	
014 << could not be determined >>	Used by the Generate Reports script if it can't determine
the value of something	
015 << deleted - not completed >>	For items that are not completed but just deleted -
Productivity Report only gives credit for completed items	
016 << duplicate >>	
017 << duplicate >>	
018 << residual component left over from completed	Followed by the project name - written to comments of a
project component that gets detached from a project because the project is complete and the user may still want to finish this left over task.	
The task goes to Someday-Maybe folder and this gets written to the comments field for that item.	
019 @ Agendas	Location context for meeting with people. The "@"
character must prefix this variable.	
020 @ Computer	Location context. The "@" character must prefix this
variable.	
021 @ Online	Location context. The "@" character must prefix this
variable.	
022 @ Phone: Call	Don't forget to keep the ":" character. This is used for the
delegate by phone button. And this connects with Global Variable #026. It writes "@ Phone: Call [name of person] and ask him/her to	
complete this task". So you'll need to make sure the word "call" is given an equivalent imperative in the target language and that what	
comes after the person's name works grammatically in the target language. The "@" character must prefix this variable.	
023 _RSD Tracking	Leave this as is. Needs to stay in English
024 Agendas	
025 An error was encountered initiating the script.	
026 and ask him/her to complete this task	Connects with Global Variable #022 to finish the phrase.
027 and make sure to go over this with him/her	Finishes the phrase for Global Variable #074 and #019.
"@ Agendas: Meet with [name of person] and make sure to go over this with him/her"	
028 Anywhere	This is a location context for getting something done
anywhere (i.e. one can be anywhere to get it done)	
029 Application Support	The name for the Application Support folder in OS X (for
the target language). << startup disk >> Library --> Application Support	
030 Applications	Name of the Applications folder in OS X (for the target
language)	
031 Audio	The name for audio files in the target language. Check the
"Kind" of item in the Get Info (or command-i) in Finder to see what the name for this is in the target language. Used with the Sync iCal	
ToDos script to rule out trying to make notes of an audio file.	
032 Average Daily Reviews Completed Per Week	
033 Average Tasks Completed Per Day	
034 Average Time to Complete A Project	
035 Average Time to Complete a Task (from Capture to Completion)	
036 Average Weekly Reviews Completed Per Month	
037 Blue Belt	
038 Book	Location context for reading a book
039 Brown Belt	
040 Calls	Location context for calls. Only used with Sync iCal ToDos
script	
041 Completed Items	
042 COMPLETED TASKS BY DELEGATEE	completed tasks by person you delegated to (not
functionality currently used by RSD)	
043 COMPLETED TASKS LOG	
044 Computer	Location context for working on tasks at the computer
045 Congratulations! You have achieved a new level of productivity! You have graduated from the	
followed by the name of the current belt level. Connects with Global Variable #117 and is then followed by the belt level achieved.	
So, e.g. "You have graduated from the [blue belt] to the [orange belt]." This may be one of the trickiest elements to translate into the target	
language, but do your best knowing that Global Variable #045 comes first, then the current belt level, then Global Variable #117, then the	
belt level achieved.	
046 Daily Review	
047 days	
048 Dear	The greeting used when delegating by email. This is the
first line of the email. So, "Dear [name of person you are delegating to],"	
049 DEMO LICENSE-	The demo license prefix - translate to the equivalent in the
target language.	
050 Desktop	Very important you get this right. This is the name of the
Desktop in OS X (for the target language). If you get this wrong, it will significantly mess up the scripts because of how often they use file	
paths that include the desktop.	
051 DUE	The word indicating that something is DUE (i.e. has a
deadline). Should be a short word in the target language as well.	
052 Email	

053	Errands	Location contexts for errands (i.e. shopping, etc.)
054	Example - actions dialog box	Precedes the sample next actions displayed in the next
055	FollowUp	Location context for following up a newly received email
	you delegated to someone else using the RSD Mail Rule	
056	Get Clear On Projects mastered!	Should be consistent with Global Variable #073
057	graphic	The kind of file that is a graphics file in the target
	language. Check the kind of item using Get Info in Finder (or command-i). Used only by the Sync iCal ToDos script.	
058	Green Belt	
059	Grocery Store	Location context - used only by Sync iCal ToDos script
060	GTD and Getting Things Done are registered trademarks of David Allen & Co. Translate to the equivalent in the target language.	
061	Habit #	
062	Home	Location context
063	Home Office	Location context (should be related to Global Variable
	#062. However one would differentiate this in the target language.	
064	hours	
065	internet	The kind of file that is a internet file in the target language.
	Check the kind of item using Get Info in Finder (or command-i).	
066	iPod	Keep this in English. Same in the target language.
067	Keep	The first part of the "keep until..." phrase. It's important that
	this be the first of a two word phrase and is consistent with Buttons #037.	
068	Keep Them All Going mastered!	Should be consistent with Global Variable #073
069	Library	Location context
070	Library	(Duplicate, but don't delete it. Needs to stay in order for
	things to work. Translate the same as #069 above)	
071	LICENSE-	Official license prefix for the user's registration code.
	Translate into the appropriate word for the target language.	
072	Mac	Location context
073	mastered!	Finishes the phrase for habits mastered. This will match
	the names in the Ready-Set-Do! application folder and connects with Global Variable #061. So, for example, "Habit #1. Empty Your Head mastered!" or "Habit #2. Get Inbox to Empty mastered!"	
074	Meet with	Connects with Global Variable #019 and Global Variable
	#027. "@ Agendas: Meet with [name of person] and make sure to go over this with him/her"	
075	minutes	
076	months	
077	next year	a shortcut users can type when clicking the "Defer Until"
	button and typing these words. Translate to the equivalent in the target language.	
078	No Belt Status	
079	No Belt Yet	
080	Notes	Must match Global Variable #081. The name of the Notes
	file created with the Sync iCal ToDos script if there are any notes connected with todos.	
081	Notes.txt	Must match Global Variable #080. Keep the .txt suffix by
	putting it after whatever word you choose to translate "Notes" with.	
082	Office	Location context
083	Online	Location context
084	Optima	The default font chosen to make TextEdit documents by
	Ready-Set-Do! If you like another font, choose that one. But make it one that looks good with the target language and is a default font included with a basic installation of OS X. If RSD can't find this font, it will attempt to use the one named under Global Variable #114.	
085	Orange Belt	
086	Paper	Used by the RSD Mail Rule to send to paper folder.
087	PC	Location context. Used only by Sync iCal ToDos script
088	PDA	Used by RSD Mail Rule to send to PDA folder.
089	Percentage of Projects Clarified	
090	Phone	Location context
091	Printer	Used by RSD Mail Rule and other scripts. If "@ Printer:
	next action", sends to the Send to Paper folder.	
092	Productivity Log	
093	PRODUCTIVITY REPORT	
094	PROJECT NAME	Used for the comments field of projects. Prefer capital
	letters to make it stand out in list view.	
095	Project	The prefix for all projects in the Projects folder. It is
	important that this word not be one common to other, longer words in the target language and not abbreviated too much. Example: One might choose to just use "P" for the project prefix, in which case all projects would look like "P-Name of project". This makes it easier to see the names in Projects and might seem like a great idea. However, the RSD scripts often have to "search" for items with a project prefix. If the prefix is something like "P", it might cause problems for a project like "P-Build this p-r campaign" because the RSD scripts would find both the project prefix as well as the "p-" in the second part of that project name. So, to avoid problems, don't abbreviate, and choose a word that is not going to be part of another word in the target language.	
096	Purple Belt	
097	re:	The reply prefix for returning an email. Used by the
	delegate by email button. Should be exactly the way email replies work in the target language.	
098	read	
099	Read this	Followed by the purpose for reading. Example "Read this
	in order to become more productive" or "Read this because John sent it to you"	
100	Read-Review	Needs to match the equivalent with the desktop folder by

the same name - Folder Names #004.

101 Reading Another form of the word for reading - will be sent to Read-
Review folder if found

102 Ready-Set-Do! Keep as is. Needs to stay in English.

103 Ready-Set-Do! Demo Version Translate into the equivalent in the target language

104 Ready-Set-Do! is not affiliated with David Allen & Co. or endorsed by David Allen.
Translate into the equivalent in the target language but keep Ready-Set-Do! as is in English.

105 Ready-Set-Do! Registration Translate into the equivalent in the target language

106 Record Number of Items Processed Out of Your Inbox in One Sitting

107 responded to your email - so what's the next physical action to move this forward?
Preceded by the email address of the person who responded to something you delegated to them.

108 Someday Needs to match with Folder Names #011. The first of two
words. Can be written as a shortcut when using the Defer Until button and just writing "Someday" so the item gets sent to the Someday-
Maybe folder.

109 Store Location context

110 Sub-project

111 SUB-PROJECT:

112 The script needs the helper script named 'Ready-Set-Do! Registration' to proceed

113 Tickler Bookmark-DON'T DELETE The bookmark used by RSD to grab items from all folders
in your Tickler from the last time you did one of your reviews.

114 Times The font name used by RSD if it can't find the one under
Global Variable #084. This one should be the standard, default font for the target language in OS X you are translating to. Whatever you
know for sure someone using the target language will have on their computer.

115 to get back to you on this (sent email on [name of
person] to get back to you on this (sent email on [time stamp date])."

116 To Main Project The name of the alias at the top of a sub-project that takes
you to the main project that governs it.

117 to the Connects with Global Variable #045

118 Tomorrow The default for the Defer Until dialog box. To postpone
something for tomorrow.

119 Total Number of Closed Loops To-Date

120 Total Number of Weekly Reviews Completed To-Date

121 Trash Sends to the trash in OS X

122 Type name here Default for delegating to someone dialog box

123 Users Name of the Users folder in OS X -- << startup disk >> -->

Users

124 Waiting Should be the first of two words and consistent with Global
Variable #125

125 Waiting for Prefixes waiting for items. Connects with Global Variable
#115

126 Waiting for you to complete sub-project This must match with the sub-project translation you
provide for Global Variable #110. And your translated sub-project word must come at the very end of this phrase.

127 Weekly Review

128 weeks

129 White Belt

130 Work Office

131 years

132 Yellow Belt

133 Your Most Productive Hour of the Day

134 Your Most Productive Workday

135 — Averages & Frequencies — Global Variables #135-143 are all headings for the
Generate Reports... script.

136 — Projects Completed To-Date —

137 — RSD Habits Mastered —

138 — Tasks Completed More Than 30 Days Ago —

139 — Tasks Completed Today —

140 — Tasks Completed Within Last 30 Days —

141 — Tasks Completed Within Last 7 Days —

142 — Tasks Completed Yesterday —

143 — Your Current Belt Status Is —

144 Completed Part The default comments written to project components when
a user clicks the "Complete" button in RSD. It's best if it is more than one word to avoid potential conflicts when RSD does a search for this
when running the updating projects script.

145 folder This must match the exact name for a folder in OS X (for
the target language). If this is not exactly right, then RSD will not function properly. To check, make a new folder with Mac OS X set to the
target language, do command-i or Get Info from the Finder, and look to see what it says for the kind of item.

146 alias This must match the exact name for an alias in OS X (for
the target language). If this is not exactly right, then RSD will not function properly. To check, make a new folder with Mac OS X set to the
target language, do command-i or Get Info from the Finder, and look to see what it says for the kind of item. It may say "alias" in English
even though the target language is not. If so, then just leave it as is.

147 Morning Location context for reading items

148 Evening Location context for reading items

149 MY Prefix for action lists created with RSD. So, for example,
"My Actionables" or "My Read-Reviews", etc.

150 Missing To inform user of next actions not specified in the proper

format because they are missing the ":" character when making action lists

151 MY PROJECTS (DETAIL) Heading for the make projects detail (all) script

152 My Meeting Notes for of person you plan to meet with. Heading for the "Meeting with..." script. Followed by name

153 — Agenda Items —

154 — Waiting For —

155 Meeting Notes:

156 -RSD_Active_System The default name of the zip file created with the Zip My RSD Desktop script. Preceded by the date.

157 image Kind of file that is an image file. Sync iCal ToDos script tries to search for items that have their kind as "image" files and not try to make Notes files from them.

158 Project Detail

159 CITY Prefix for the person's city - used for registration.

160 DEMO LICENSE Demo license prefix. Translate to the equivalent in the target language.

161 Demo

162 EMAIL Prefix for person's email - used for registration

163 same name This needs to match the equivalent in the target language for when OS X finds something with the same name and gives an error. Example: "An error occurred. An item with the same name already exists in the destination" Whatever the equivalent for same name is in the error string in OS X for the target language, use that.

164 FIRST Prefix for the person's first name - used for registration

165 LAST Prefix for the person's last name - used for registration

166 LICENSE License prefix for the person's RSD registration code.

167 PHONE registration Prefix for the person's phone number - used for

168 STATE Prefix for the person's state - used for registration

169 STREET Prefix for the person's street - used for registration

170 Your Desktop Items The name of the folder that gets put at the center of the screen and puts all of the files from one's desktop into it in order to ensure the person's files are safe during the installation of RSD.

171 ZIP

172 to Used by the "Meeting with..." script to make the headings by the names of people, e.g. — Waiting for John Doe —. The way this script works is by finding the word "to" after the name of the person and then taking the entire text string preceding that word to make the heading. This works in English, but may not work in other languages. So you will have to try something that gets as close to this grammar in the target language you are translating. If nothing really works, you can just leave this as it is or choose some word that would never be used in the target language like "gbldygk" and the script will just grab the first four words of the comments fields to make the headings.

173 What I liked 'most' about using Ready-Set-Do! was...

174 What I liked 'least' about using Ready-Set-Do! was...

175 My suggestions for future versions of these scripts are...

176 Evaluation of Ready-Set-Do!

HEADINGS

These are the headings used in the dialog boxes in Ready-Set-Do! When translating to another language you will have to figure out the spacing and the number of dashes to use in order to get them to center properly. So, for example, there are three process headings. One long, one medium, and one short. One is used when there is no Finder icon in the dialog box, another when the dialog box is actually a list of four or more items to choose from, and the other when there is a Finder icon in the dialog box. To check to see if your dialog box looks right in your target language, try adding the following scriptlet to a new script in Script Editor. Applications --> Applescript --> Script Editor.

```
-- Dialog Type #1--
tell application "Finder"
display dialog "----- PROCESS -----"
end tell

or

-- Dialog Type #2--
tell application "Finder"
display dialog "----- PROCESS -----" with icon note
end tell

or

-- Dialog Type #3--
tell application "Finder"
set theList to {"choice#1","choice#2","choice#3","choice#4"}
choose from list theList with prompt "----- PROCESS -----"
end tell
```

You can tell in the examples above, if you tried each one in Script Editor, that Heading #001 is obviously designed to work with dialog type #3. So you can use that sample scriptlet to get your spacing right.

001 ----- PROCESS -----	Dialog Type #3
002 ----- TODAY'S TICKLER ITEMS -----	Dialog Type #1
003 ----- CLARIFY & ORGANIZE -----	Dialog Type #1
004 ----- DELETE ORIGINAL? -----	Dialog Type #1

005	----- FILE PROJECT? -----	Dialog Type #1
006	----- MIND-SWEEP -----	Dialog Type #1
007	----- SUB-PROJECT? -----	Dialog Type #1
008	----- BOOKMARK -----	Dialog Type #1
009	----- COMPLETE? -----	Dialog Type #1
010	----- FOLLOW-UP -----	Dialog Type #1
011	----- COLLECT -----	Dialog Type #1
012	----- ORGANIZE -----	Dialog Type #1
013	----- PROCESS -----	Dialog Type #1
014	----- RENAME -----	Dialog Type #1
015	----- DO -----	Dialog Type #1
016	----- PROCESS -----	Dialog Type #1 (but add what is between the brackets
	[buttons {"Follow Up", "Send to Trash", "Send to Reference"}] after the last quotation mark. You'll have to figure out your spacing with	
	however you choose to make these buttons in the target language - Buttons #027,#057,#058)	
017	----- READ -----	Dialog Type #1
018	----- REVIEW -----	Dialog Type #1
019	----- SUGGESTIONS -----	Dialog Type #1
020	----- STRENGTHS -----	Dialog Type #1
021	----- WEAKNESSES -----	Dialog Type #1

LISTS

These are lists utilized by the Ready-Set-Do! scripts. With the exception of the belt descriptions, all of these variables are the names of the folders rather than the comments of numbered folders. This allows for users to "add" or "subtract" items they wish to include or take out from these lists. So, for example, the Project Keywords list has a list of folders with keywords for projects. If a person does not like the "update" project keyword, because it keeps automatically filing items with that word in it to their Projects folder, they can simply eliminate it from the Projects Keywords list and the RSD scripts will adjust accordingly.

> BELT DESCRIPTIONS

Descriptions of the belts for the productivity report. These are separated out into separate sentences and have to be pieced together for translation. Since the comments fields seem to not handle excessively long descriptions like these, I had to separate them out. This also accomplishes keeping the belt descriptions something of a mystery for the average RSD user. Only those who do the translation will know what the full belt descriptions are. I think it's important to keep these something of a mystery; so if you choose to translate -- and thus have access to these descriptions in their proper order -- I'd appreciate it if you did not make the order of the descriptions public knowledge. Thanks. To discover the ordering of the full belt descriptions, see below. You'll have to write out the English with the numbers for each sentence and then try to translate in such a way that you can keep this same order and have it be grammatically correct for the target language.

3rd Degree Black Belt = 60 + 35 + 28 + 18 + 14 + 72 + 32 + 57 + 62 + 82 + 27
 2nd Degree Black Belt = 26 + 51 + 33 + 11 + 15 + 73 + 4 + 68 + 47 + 70 + 80 + 42
 1st Degree Black Belt = 59 + 23 + 17 + 25 + 52 + 84 + 2 + 38
 Brown Belt = 71 + 12 + 31 + 76 + 77 + 21 + 22 + 37
 Purple Belt = 61 + 50 + 34 + 30 + 6 + 83 + 69 + 58 + 40 + 75 + 8
 Green Belt = 64 + 66 + 19 + 67 + 74 + 13 + 5 + 10 + 44
 Blue Belt = 56 + 20 + 85 + 46 + 41
 Orange Belt = 54 + 1 + 7 + 24 + 39 + 78
 Yellow Belt = 65 + 55 + 79 + 43 + 9
 White Belt = 63 + 49 + 81 + 45
 No Belt Yet = 53 + 29 + 36 + 48 + 3 + 16

> FALSE PROJECT KEYWORDS

Keywords that "look" like project keywords but are not projects. So, for example, in English, "Build" might be a word that indicates that the item is a project. But similar words related to it are not: "building", "builder", etc. So you want to try to think of words related to the Project Keywords list that would not be Projects. This will differ for each language and you can continue adding new items this folder as you use RSD.

> LETTER PREFIXES

The default alphabet for the target language. The sort order for the target language will be set to match what it is in the International Preferences pane in System Preferences.

> PROJECT KEYWORDS

Keywords that indicate something is a project and will automatically go to the Projects folder when processing the Inbox; or, alternatively, will be seen as a sub-project if it is a project component with that keyword. You'll have to think about possible complications with words that may have multiple meanings or might be part of another word that is not a project. Example: You might think to include "Install" for a project word, but then think "Installer" is not a project word. One workaround is to put the "installer" word in the False Project Keywords list. The same is true for the target language you are translating to.

> SAMPLE NEXT ACTIONS

A list of sample next actions to help users learn how to write next actions. See the sample next actions and make sure to include the @ and : symbols since these are what the scripts need to know to discern location contexts from next actions. Same is true for "Waiting for..." and "Keep until..." which get sent to Waiting For folder. These need to match with Global Variable #125 and Buttons #037

SAYINGS

These are the phrases RSD uses to "speak" and coach users through learning the GTD habits. You'll notice that even in English things

must be spelled in interesting ways to get them to sound right in the English language. So, for example, you might need to use "dun" instead of "done" to get it to sound the way a person would say it in English. But translating into another language besides English offers the further challenge of having to write English-like wording that sounds like the target language. So, to write "How are you?" in Chinese, you cannot write the Chinese, but the what the Chinese would sound like in English lettering. So you might write something like "Ni how ma". But that doesn't sound right; so you try "nee how ma". And that doesn't quite work either. So you try "knee how ma?" and that works just right. You can experiment with punctuation like the exclamation mark, the comma, the period, to try for emphasis or pausing. You can also try putting words together to see if it sounds right. The best way to "test" whether your construction in the target language will sound right is to open a new document in TextEdit. Then type your phrase. And then navigate to the menu bar "TextEdit" --> Services --> Speech --> Start speaking Text.

- 001 Almost done. Now let's Review WAITING 4 Items: Check off any received items and record appropriate actions for any needed follow-up
- 002 Alright Let's review the moving parts you already have for this project
- 003 Alright now let's get all of your ideas about this project out here, everything you need to take into consideration that might affect the outcome, Remember to Go for quantity, not quality
- 004 Alright, now specify any new parts of the project here
- 005 Alright, ready? set? Connects with Sayings #016. Whatever the equivalent is
- in the target language for "Ready, Set, Do" Attempt something close.
- 006 Alright, why is Connects with Sayings #011 "why is [Project X] being
- done? What is it's primary purpose?"
- 007 and communicated it to everyone who ought to know it? Finishes the phrase for Sayings #025-027. "Have you
- clarified the... of [Project X] and communicated it to everyone who ought to know it?"
- 008 and jot down any thoughts that come to mind
- 009 appears to be a new project. Are you ready to get clear on all of its components?
- 010 appears to be a sub-project. Are you ready to make it active?
- 011 being done? What is its primary purpose?
- 012 CONGRATULATIONS! You completed your Weekly Review! Now go reward yourself!
- 013 Continuing to add new items from Desktop System to iCal. Please wait.
- 014 Continuing to copy
- 015 Continuing to sync incompleated items with Desktop System. Please wait.
- 016 do
- 017 Document synced to notes.
- 018 Excellent! Doesn't it feel good to close those loops? Now calm your mind and getsuhm reeding dun
- 019 Go find any scattered files documents or emails and put them in your INBOX
- 020 Good, now Empty Your Head: Write down any new projects action items waiting-fors someday-maybes etcetera you haven't captured
- 021 Good, now Empty Your Head: Write down any new projects action items waiting-fors someday-maybes etcetera you haven't captured
- 022 Good, now Review Past Calendar Dates in detail (especially last week's) for action items reference info etc
- 023 Good, now Review PENDING and SUPPORT Files: Browse all work-in-progress support material to trigger new actions completions and waiting-fors
- 024 Good, now Review PENDING and SUPPORT Files: Browse all work-in-progress support material to trigger new actions completions and waiting-fors
- 025 Have you clarified the primary purpose of
- 026 Have you clarified the standards for
- 027 Have you clarified the successful outcome vision of
- 028 Let's do it!
- 029 Let's do it. Start by reviewing your agenda for today.
- 030 Let's go through what you've got now and identify mission critical components key milestones and deliverables
- 031 new items on your agenda for today Finishes the phrase for Sayings #085. "You have [X] new
- items on your agenda for today"
- 032 new items on your agenda for today (This is a duplicate, but needs to stay for things to work
- right. Translate the same as you do for Sayings #031)
- 033 Now ack cessing document
- 034 Now ackcessing document? Both #033-34 occur during the Sync iCal ToDos script
- 035 Now adding new items from Desktop System to iCal.
- 036 Now adding new items from iCal to Desktop System.
- 037 Now Adding New Moving Parts of Projects to Active System
- 038 Now be creative and courageous: Do you have any more wonderful... harebrained... creative... thoughtprovoking... risk-takingideas to add to your system?
- 039 Now check the items you have for reading and review: Mark off any completed ones and review others for further actions or follow-ups
- 040 Now checking moving parts in active system
- 041 Now checking moving parts in Tickler file
- 042 Now choose the three most important projects you need to focus on for this upcoming week.
- 043 Now compiling Database of Desktop System.
- 044 Now compiling notes.
- 045 Now copying text
- 046 Now deleting completed items in iCal.
- 047 Now do you need More Clarity or More Action on Followed by the name of the project.
- 048 Now ensuring all todews exist at Calendar #1.
- 049 Now ensuring text is under 50 pages
- 050 Now let's get your INBOX to empty.
- 051 Now marking off completed items in Desktop System.
- 052 Now organize the moving parts of the project. Bring all three windows forward. Then prioritize the moving parts by prefixing their file names with letters from ey 2 zee Whatever the equivalent is in the target language for
- "letters from A to Z"

053 Now organize the moving parts of the project. Bring all three windows forward. Then prioritize the moving parts by prefixing their file names with numbers from 1 to 999

054 Now quickly go through your waiting fors and specify next actions on those that can be followed up today.

055 Now Review future Calendar Dates (long and short term) for actions about agreements and preparations for upcoming events

056 Now review relevant checklists. Is there anything else you haven't done that you need to do?

057 Now Review the primary purpose for Followed by the name of the project.

058 Now Review the standards you want maintained for Followed by the name of the project.

059 Now Review the successful outcome vision. Followed by the name of the project.

060 Now Search the Project Support file for any actionable elements and drag them into Mission Critical Key Milestones or Deliverables

061 Now selecting text

062 now Stage your paper-based reading and actionables based on location

063 Now syncing incompletd items with Desktop System.

064 Now take a second to get your mind and baw dee into, actionmowed. "Now take a second to get your mind and body into action-mode" - reminds user to not just review, but to focus on doing.

065 Now you need to Review ACTIONABLE Items: Mark off the completed ones but also review each one for reminders of further action steps to capture

066 Okay, let's clarify the outcome vision for this project

067 Okay, Let's set the standards for the project, You would give free reign of this project to others as long as they made sure

068 Okay, now lets get some reeding done. "now let's get some reading done"

069 Okay, now Process Your Notes: Review and Purge all notes and journal entries and Put them into actionable, waiting-fors, calendar events, someday-maybes, or reference

070 Okay, now Review PROJECTS (and Larger Outcomes) Evaluate the status of projects, goals, and outcomes, one by one ensuring that at least one current kick-start action for each is in your system

071 Okay, now Review SOMEDAY MAYBE Items: Delete any items no longer of interest Check for any projects that may have become Active and transfer them to PROJECTS

072 Please wait

073 Please wait a few minutes while I sync your ready set dew Desktop System with iCal.

074 Please wait a minute or two while I update your Projects.

075 seems to be complete. Are you ready to file the project now?

076 Still adding new items from iCal to Desktop System. Please wait.

077 Still marking off completed items in Desktop System. Please wait.

078 Syncing your Desktop System with iCal is now complete

079 There are no moving parts for this project

080 This folder contains further items. Do you want to trash these items as well

081 Updating projects now complete

082 Victoria This is the name of the speaking voice available in the Speech preference pane in System Preferences. Keep this as Victoria since her voice is the best one for speech so far. Obviously users will be able to customize this if they want later as better voices become available in OS X Leopard or if they choose to add third-party voices from a company like Cepstral.

083 Waiting for you to complete sub-project: This must match with the sub-project translation you provide for Global Variable #110.

084 Weytah go. You're done for now. Now go do your paper based actionables, projects, read reviews and waiting fors.
"Way to go! You're done for now."

085 You have

086 You have 1 new item on your agenda for today

087 You're inbox is now empty

088 This folder contains further items. Do you want to trash these items as well?

089 Now updating Project Support files

090 Please wait a few seconds while I make your action lists "Now making Read-Reviews"

091 Now making reed reviews

092 Now making actionables

093 Now making waiting fors

094 Now making Projects

095 Okay, your action lists have now been sent!

096 Okay, your action lists are now complete!

097 Please wait just a few minutes while I design a master list of your projects

098 Your Master Projects List is now complete!

099 Congratulations! You have installed the Ready-Set-Do! scripts successfully

100 Now drag the Ready-Set-Do! icon to the right side of your Dock.

101 Now drag the Ready-Set-Do! Droplets to the left side of your Dock for easy access

102 Now setting up your Ready-Set-Doo Desktop

103 Resetting the Ready-Set-Do Desktop is now complete.

SCRIPT NAMES

These are the names of the scripts as they appear in the Ready-Set-Do! applications folder. You can translate these as you wish into the target language.

001	1. Empty Your Head	Your translation must be preceded by the number 1
002	2. Get INBOX to Empty	Your translation must be preceded by the number 2
003	3. Get Some ACTIONABLES Done	Your translation must be preceded by the number 3
004	4. Get Clear on PROJECTS	Your translation must be preceded by the number 4
005	5. Follow Up Waiting Fors	Your translation must be preceded by the number 5
006	6. Get Some READING Done	Your translation must be preceded by the number 6
007	7. Do DAILY REVIEW	Your translation must be preceded by the number 7

008 8. Do WEEKLY REVIEW
 009 9. Make Action Lists...
 010 10. Ready-Set-Do! Help...
 011 Completed Items (Droplet)
 012 Defer Items Until? (Droplet)
 013 Get Clear On Projects (Droplet)
 014 Make Project Detail (Droplet)
 015 Meeting with...
 016 Email My Action Lists
 017 Generate Reports...
 018 Make Action Lists
 019 Make Project Detail (All)
 020 Sync iCal ToDos
 021 Zip My RSD Desktop
 022 Get Latest RSD News...
 023 Get Latest RSD Scripts...
 024 Ready-Set-Do! Read Me
 025 Ready-Set-Do! Tutorials
 026 Ready-Set-Do! QuickStart Guide
 027 Ready-Set-Do! Projects Tutorial
 028 Ready-Set-Do! Sub-Projects Tutorial
 029 _How To Use Ready-Set-Do!
 030 _Listen to David Allen's Books...
 031 _Order Folders, Labeler, Paper...
 032 _Read David Allen's Books...
 033 _Send Ready-Set-Do! Feedback...
 034 _Visit David Allen's Website...
 035 _What Buttons Mean & Do
 036 _What if I wanted to...?
 037 Plug-In Read Me Files
 038 Ready-Set-Do! Droplets
 039 Ready-Set-Do! Registration
 040 Reset RSD Desktop
 041 Uninstall Ready-Set-Do!

Your translation must be preceded by the number 8
 Your translation must be preceded by the number 9
 Your translation must be preceded by the number 10

SHORTCUTS

These are the shortcuts for the next action dialog box (i.e. What's the next action for...?). When typing these they each do different commands.

001 cancel
 Button #013.
 002 Connect to project
 003 Delete
 different than Shortcuts #007
 004 exit
 005 File
 006 schedule
 connected by the Calendar alias on the desktop.
 007 Trash

Cancels out of a script. Keep this word the same as the
 Brings up the list of projects to connect an item to
 Deletes the item by sending it to the trash. Needs to be
 Exits out of a script.
 Allows user to file an item in Reference folder.
 Brings up the iCal program -- or whatever program is
 Sends the item to the trash.