The LifeGames Institute

Improving & Enhancing the Game of Life!

Presents

The Time Game

Version 3.0

User Guide

What's your Success Factor?

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Introduction

Welcome to The Time Game, version 3.0!

The purpose of The Time Game is to provide and interesting and fun way to set goals, create a plan for accomplishing them, and to improve your ability to succeed in reaching those goals.

Each goal is a separate game. You determine the score for a game based on how close you came to reaching your goal. The program keeps track of your score for each game and provides a running average of your scores called your Success Factor. If the End Date for a goal passes without your assigning a score, the program automatically gives you a zero.

Games can be archived each month, each year, and by custom categories. Archives can be charted showing a 3D graph of your improvement (!) as time goes by. Success Factors are also automatically calculated for the monthly, yearly and custom archives.

The Time Game also provides the ability to set standard Palm Calendar and Task entries as well as unique TimeGame Reminders that directly display any of your games or Action Plan steps at a specific time.

If you should have any questions that are not answered in this manual, feel free to contact as at the following email address: timegame@lifegamesinstitute.com.

Trial Mode

The Time Game in Trial Mode is fully functional and free to use for 21 days. After that time, you will need to purchase the game and enter your Registration Key in order to continue using it.

Additionally, there are two differences in the way the program behaves in Trial mode and in Registered mode:

- Splash screen – In Trial mode, each time you launch the program, a Splash screen and a Trial reminder dialog are displayed before going to the main screen. After registration, these are no longer displayed.
- Deleting Games – In Trial mode, you are allowed to delete games. This is to enable you to delete the sample games included in the program, and to try out the scoring mechanism without 'getting serious' about your score. Once you have registered the game, you will no longer be able to delete games, because every game contributes to your Success Factor. You can, though, 'Renew' games, which is a way of copying or replaying a specified game without deleting the original game or its score.

Updating from a previous version

Because of major changes in the database structure, version 3.0 is NOT compatible with previous versions of The Time Game. Please delete any previous version before installing version 3.0!

> *If you have archives created in a previous version that you want to keep and use in version 3.0, you may reinstall the following files from your backup after the version 3.0 installation is complete:*
>
> - TimeGameYear.pdb
> - TimeGameMnths.pdb

It is always a good idea to backup your entire system before installing any new software.

Quick Start Guide

Splash Screen

The first time that you launch The Time Game, a Splash screen displays. Tap one of the following buttons:

Help – Displays the Online Help for the game.

Register – Displays the Registration screen. To register your copy of The Time Game, enter your registration code in the provided text area and tap the **OK** button.

Later – Displays the Trial Reminder dialog, and then the main Show Games screen.

After your register the game at http://www.lifegamesinstitute.com, this Splash screen and the Trial Reminder dialog will no longer display.

Splash Menu
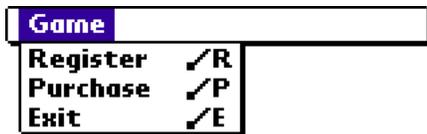
Tap the Splash screen Title Bar to display the Splash menu and the following menu commands:

Register – Displays the Register Screen, where you enter your Registration Key after purchasing The Time Game.

Purchase – Displays the Purchase Now! screen, which tells you where you can purchase a Registration Key for The Time Game.

Exit – Closes the program.

Show Games screen
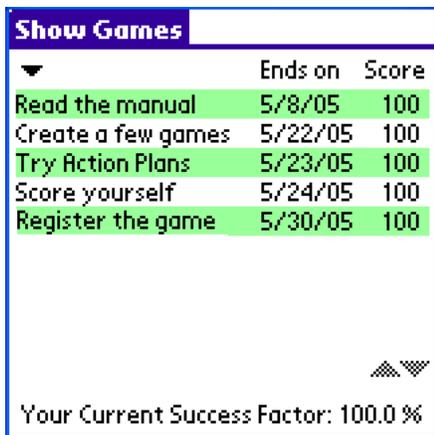
The Show Games screen displays a list of all games that have been created and not yet archived.

At the bottom of the screen is your Success Factor – the automatically calculated average of the scores that you have earned for each game displayed.

To Display or edit a game –

- Tap on any line to display the game details on the Add/Edit Game screen.

To Create a new game –

- Tap the Title Bar to display the Show Games menu, and select *Game/New*.

Show Games: Game Menu

Tap the Show Games screen Title Bar to display the Show Games: Game menu, where you can select from the following commands:

New – Displays the Add/Edit Game screen used to create new games or edit current games.

To create a new game –

- Tap *Game/New* on the Show Games screen to display the Add/Edit screen.
- Fill in fields on the screen. Only the Game Title field is actually required.
- Tap the Save button to close the Add/Edit screen and save your new game.

For more about the Add/Edit screen, see page 7.

Archive – Displays the Archive screen, used to archive completed games. Games can be archived by the Month, Year or Custom groupings.

Edit Archives – Displays the Month/Custom Archive screen, where you can resequence or delete archives.

Chart M/C – Displays a 3D chart of your Success Factors for each Month or Custom category that has been archived, as well as a Success Factor combining your scores for all the months or custom archives

Chart Y – Displays a 3D chart of your Success Factors for each Year that has been archived, as well as a Success Factor combining your scores for all the years that have been archived

Exit – Closes the application.

Show Games: Options menu

Tap the Show Games screen Title Bar to display the Show Games menu. Select Options and then choose from one of the following commands:

Game Types – Displays the Add/Edit Game Type screen, where you can add, edit and delete Game Types. These types, or categories can then be used to filter the games on the Show Games screen. See page 7 for details on the Add/Edit Game Types screen.

Preferences – Displays the Edit Preferences screens, which include the ability to

- Set a daily reminder to play The Time Game.
- Select the default Game Type used when creating new games.
- Assign the default priority used when setting Game Task Reminders.
- Assign the default priority used when setting Game Step Reminders.

Show Games: Help menu

Tap the Show Games screen Title Bar to display the Show Games menu. Select **Help** and then choose from one of the following commands:

Contents – Displays several Help screens, mostly to help you get started if you don't read this manual.

Support – Displays the web address you can go to for FAQs, support and information on our other products. Also gives you our support email address.

Purchase – Displays the Purchase Now! screen that provides the address for one of the websites where you may purchase/register The Time Game.

Register – Displays the Registration screen, where you enter the Registration Code that you receive after purchasing the Time Game.

About – Displays the About The Time Game screen. This screen shows version, build and copyright information for The Time Game.

Add/Edit Games screen

To begin a new game, tap the title bar (on the Show Games screen) to display the menu and select Game/New from the menu.

To edit an existing game, tap the desired game as listed on the Show Games screen.

The Add/Edit Game screen displays, containing the following fields and buttons:

Game Title – Enter a short descriptive title for this game.

Game Type – Tap the triangle to select a Game Type.

You can use Game Types to organize your games into different categories, and then filter which games are displayed using the popup on the Show Games screen.

- To add or edit Game Types, select Options/ from the program menu. See also *Adding Game Types* on page 9.
- To set the default Game Type for new games, select Options/Preferences from the program menu, and tap the (>) button to display the second Preferences page. See also *Setting Game Defaults* on page 9.

Description – Enter a description of your goal for this game.

Begins – Displays the date this game begins. By default this date is set to today, but it can be changed by tapping on the date and selecting a new date.

Ends - Displays the date this game ends. By default this date is set to a week from today, but it can be changed by tapping on the date and selecting a new date.

☐ **Alarm** – Tap to place a checkmark in the Alarm box. This will cause the screen to popup at the date and time shown to the right of this field. You must both check this box AND select a date and time or the reminder will not be set. The reminder is set when you tap the Save button.

Plan – Displays the Action Plan screen, which helps you to create a series of steps for reaching your goal. For details see Creating Action Plans on page 11.

Note – Displays the Add/Edit Game Note screen, where you can enter notes (up to 4K) relating to the game.

Score – Displays the Set Final Score screen, where you enter the final score for this game. If no score is entered by midnight on the End Date, your score is automatically set to zero.

Archive ☐ **-** Check this box to include this game in the Custom Archiving process. See Archiving on page 13 for details.

More – Displays the Set Game Reminder screen, where you can set a DateBook reminder or add the Game as a Task List item.

Save – Saves any changes to the current game and returns you to the Show Games screen.

Cancel – Deletes the current game, but only if it has not yet been saved. Once you save it, you're committed to it!

Add/Edit Games: Game menu

Game	Edit Help
Delete	╱D
Renew	╱R
Exit	╱E

Tap the Add/Edit Games screen Title Bar to display the Games menu. Select from one of the following commands:

Delete – Deletes the current game *in Trial mode only*. It is not functional in the registered version.

Renew – Creates a copy of the current game with new Begin and End dates. Use this feature to create a new game to better your score and successfully complete your goal.

Exit – Closes the program and returns to the launcher.

Add/Edit Games – Edit menu

Game	Edit	Help
Undo		╱U
Cut		╱X
Copy		╱C
Paste		╱P
Select All		╱S
Keyboard		╱K
Keyboard Help		╱G

The Edit menu on the Add/Edit screen displays the following commands:

Undo – Reverse the last operation performed.

Cut – Deletes selected text in a text field.

Copy – Places selected text (only in a text field) on the clipboard so that you can paste it into another text field.

Paste – Copies text from the clipboard into the text field where the cursor is located.

Select All – Selects and highlights all text in a text field.

Keyboard – Displays the built-in Palm Keyboard.

Keyboard Help – Displays Help for the Palm keyboard.

Add/Edit Games – Help menu

Game	Options	Help
	Contents	╱G
	Support	╱S
	Purchase	╱P
	Register	╱R
	About	

The Help menu on the Add/Edit Games screen displays the following commands:

Contents – Displays the first page of several Help screens that you can page through.

Support – Displays the email address where you can get support for the program. Feel free to email us with any questions, comment, criticism or enhancement request.

Purchase – Displays a screen telling you where you can purchase a registration key for the program.

Register – Displays the Registration screen, where you enter the registration key you receive when you purchase the program.

About – Displays the About screen, where you can find the version, build and copyright information, as well as a button that leads to a screen that describes our other products.

Setting Preferences & Game Defaults

Adding Game Types

Add/Edit Game Type

Use Game Types to help organize your Goals.

Game Type Business

(<) (New) (Delete) (>)

(Close)

Use Game Types to categorize your games. You can then filter the games displayed on the Show Games screen by using the popup at the top of the screen.

To add a new Game Type –

- Tap *Options/Game Types* to display the Add/Edit Game Type screen.
- Tap the New button to create a new Game Type.
- Enter your new Game Type in the Game Type text field.
- Tap the Close button to close the screen and save your new game type.

Setting the Time Game Daily Reminder

Edit Preferences

Daily reminder to play

Enter Reminder text

Play the Time Game!

(Create DateBook Reminder)

Date: 5/7/05
Time: 2:46 pm
End Time: 2:55 pm

(Close)

You can set a daily repeating reminder to play The Time Game in your favorite DateBook/Calendar program.

To set the reminder –

- Tap *Options/Preferences* to display the Edit Preferences screen.
- Enter the text to use for the reminder or use the default text.
- Tap the Create DateBook Reminder button.
- Select the Date to begin the reminder from the dialog that displays.
- Select the Beginning and Ending time from the next dialog.
- Tap the Yes button on the Transfer dialog.
- The reminder will be set, a dialog displays confirming that it is set, and the Show Games screen displays.

Setting Game Defaults

Edit Preferences 2

Defaults

Game Type: ▼ Business
Game Task Priority: ▼ 1
Step Task Priority: ▼ 2

(Save)
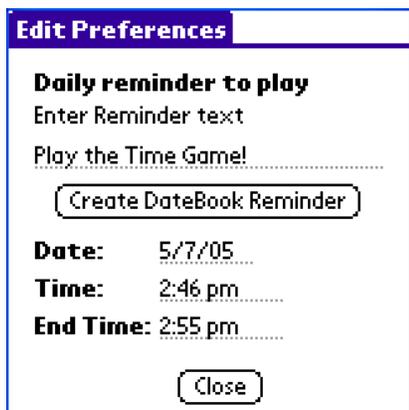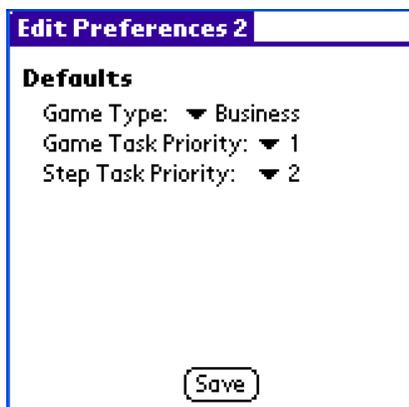
You can set various default values that are used on some of The Time Game screens.

Game Type

The Game Type selected on this screen is shown as the default choice on the Add/Edit Games screen. That way, if most of your new games are of the default Game Type, you will save a few taps or button presses by not having to select the Game Type.

To set the default Game Type –

- Tap *Options/Preferences* to display the Edit Preferences screen.
- Tap the Next ▷ button to display the Edit Preferences 2 screen.
- Select a Game Type from the popup.
- Tap the Save button.

Game Task Priority

This field sets the default priority used when adding a game to the system's Task or To Do list on the Add/Edit Game 2 screen.

Step Task Priority

This field sets the default priority used when adding a Action Plan step to the system's Task or To Do list on the Set Step Reminder screen.

Creating Action Plans

To Create an Action Plan

On the Add/Edit Game screen, tap the **Plan** button to display the Action Plan screen.

Any game that goes beyond a simple one-step goal will benefit from the creation of an Action Plan. You can create as simple or as complex an Action Plan as the goal requires, with an unlimited number of Action Plan steps.

Action Plan steps can have popup reminders, DateBook/Calendar events and Task List items – as well as large Notes fields.

Action Plan Screen

- To create a new Action Plan step, tap the Add Step button.
- To edit a step, tap on a specific game to display the Add/Edit Action Plan screen for that step.

Add/Edit Action Plan screen

On the Add/Edit Action Plan screen, you can create an Action Plan step, which includes the following fields, buttons and options:

Game – Displays (read-only) the name of the game that this Action Plan step is part of.

Step # - Displays the step number for the step being created or edited.

Step Name – Enter a short descriptive name for the Action Plan step.

Description – Enter a longer description of what the step entails. See also the Note field below.

Target Date - Tap the field to display dialogs to set the Target Date by which you want to complete this step in your Action Plan.

Score – Tap the triangle to the right of the word Score to set your score when you have completed this step. This score is for your own use in evaluating how well you did on this specific step. It does not impact your overall score for the game of which this step is a part.

Alarm – Tap this field to set a popup alarm which will display this step at the selected date and time. You need to set the checkbox on AND select a date and time for the alarm.

Note that this *does not* create an event in the DateBook/Calendar on your device. You can do that using the features accessed from the More button.

Note – Displays the Action Step Note screen, where you can enter a rather large (up to 2040 characters) memo pertaining to this step. Note that the scroll bar is not visible until more than a screen full of text has been entered.

More – Displays the Set Step Reminder screen, where you can set a DateBook/Calendar event or Task List event for this step.

Completed – Tap to check this box when you have completed this step. This checkbox is also shown on the Action Plans screen, where you can see at a glance which steps have been completed (or not completed).

< - Tap this button to display the previous step for this Action Plan.

Save – Tap this button to save this step.

Delete – Tap this button to delete the current step.

Set Step Reminder screen
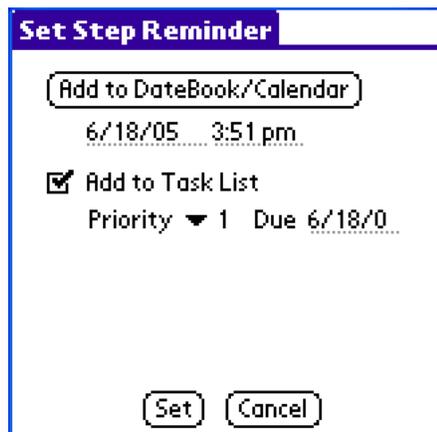
This screen displays as the result of tapping the **More** button on the Add/Edit Action Plan screen.

DateBook/Calendar

To add an event to your device's DateBook/Calendar program, tap the **Add to DateBook/Calendar** button. Dialogs will display that allow you to set the various options available for an event.

Task List

To add an task to your device's Task List, select the **Add to Task List** checkbox, choose a priority and set a Due date.

Reminders will not be set until you tap the **Set** button.

Archiving

The archiving feature serve three purposes.

- Removes old or completed games from the Show Games screen, making it easier to see current and future games.
- Allows you to create archives based on your own custom criteria.
- Create the data that is used to chart your Success Factor over time (months and years), or by your self-defined custom categories.

Archive screen

To display the Archive screen, tap the Title Bar on the Show Games screen and Select *Game/Archive.*

The Archive screen contains the following fields:

Month – Since archiving by month is the most popular option, it is the default.

To archive your games by the month that the End Date falls within:

- Select a month from the Month dropdown menu and enter a sequence number for this archive.
- Tap the *Archive* button.

ALL games with an End Date within the selected month will be archived, *regardless of year!* This means that, unless you are exclusively using the Custom archiving function, you should never go a whole year without archiving.

Don't worry about getting the sequence number wrong, as you can change the sequence number on the Archive Detail screen (see page15.)

Note that all games and game details for the selected month are *deleted* during the archiving process. A Monthly Success Factor is calculated and used later in the Charting process.

Custom

To archive your games by Custom categories:

- For each game that you want to archive under this custom category, go to the Add/Edit Game screen for that game and place a check in the Archive checkbox.
- Back on this screen, tap the word Custom.
- Enter a custom label for the archive that will contain the games that you have selected.
- Enter a sequence number for this archive.
- Tap the *Archive* button.

Don't worry about getting the sequence number wrong, as you can change the sequence number on the Archive Detail screen (see page 15.)

Note that all games and game details for the selected games are *deleted* during the archiving process. A Success Factor is calculated for the custom category and used later in the Charting process.

Year

To archive your games by the year:

- Tap the word Year.

- Select a year from the dropdown Year menu.
- Enter a sequence number for this archive.
- Tap the *Archive* button.

Don't worry about getting the sequence number wrong, as you can change the sequence number on the Archive Detail screen (see page 15.)

Note that all games and game details for the selected year are *deleted* during the archiving process. A Success Factor is calculated for the Year and used later in the Charting process.

Edit Archives

This feature allows you to resequence or delete your archives.

Why would you want to do that?

If you put in the wrong sequence number while archiving your games, this feature will allow you to adjust the sequence number – and therefore the order in which they display on the chart.

Years from now, you may still be playing The Time Game. I, the creator of the game, have been playing it for 20 years! And yes, the Palm OS version is only a little over a year old. But if you like it as much as I do, eventually you may need to clear out some of the older games so that the bars on your chart don't end up too small to see! Therefore, you can delete some of the archives.

Month/Custom Archive screen
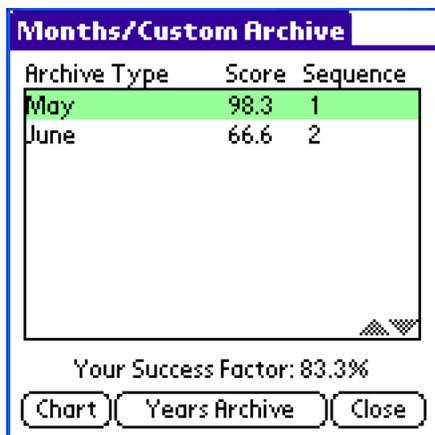
To display the Months/Custom Archive screen, tap the Title Bar on the Show Games screen and Select *Game/Edit Archives*.

- To *edit* a specific Month/Custom Archive, tap that archive. The Archive Detail screen will display, where you can edit the sequence number of an archive, or delete an archive.

This screen contains the following buttons:

Chart – Displays a 3D chart showing each archive and its associated score.

Years Archive – Displays the Year Archive screen, which is the same as this screen, except that it displays Year archives.

Close – Closes this screen.

Archive Detail screen
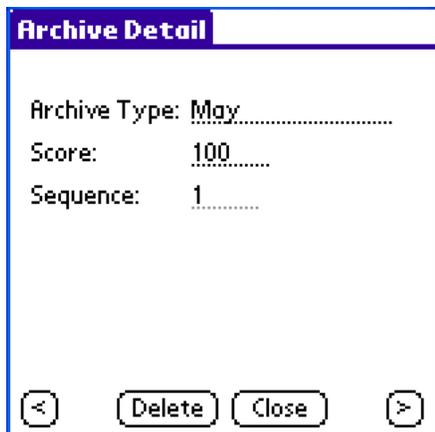
To display the Archive Detail screen, tap any archive on either the Months/Custom Archive screen or the Year Archive screen.

This screen contains the following fields and buttons:

Archive Type – Displays (read-only) the name of the archive being edited.

Score – Displays (read-only) the score for the archive being edited.

Sequence – Displays the in which this archive is shown on the 3D chart.

**<** - Displays the previous archive record.

Delete – Deletes the current archive record.

Close – Closes this screen.

< - Displays the next archive record.

Charting

Month/Custom Success Factor Chart
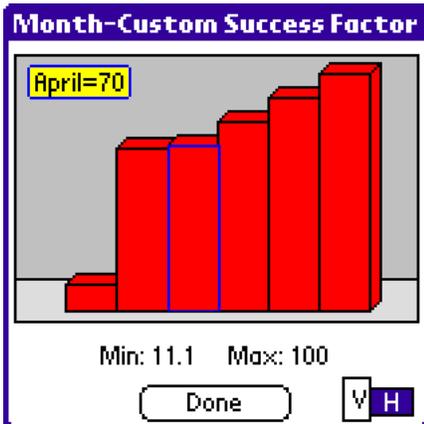
To display the 3D chart for your Monthly or Custom archives, tap the Title Bar on the Show Games screen to display the menu and select *Game/Chart M/C*.

You can also display the chart by tapping the *Chart* button on the Months/Custom Archive screen.

This screen contains the following features and buttons:

Month/Custom Success Factor – Tap and hold on any bar to display the Success Factor for that month or category.

Min – Display the lowest Success Factor of all the months or custom categories shown.

Max – Display the highest Success Factor of all the months or custom categories shown.

Done – Closes the chart screen.

V – Changes the orientation of the screen to vertical.

H – Changes the orientation of the screen to horizontal.

Yearly Success Factor Chart
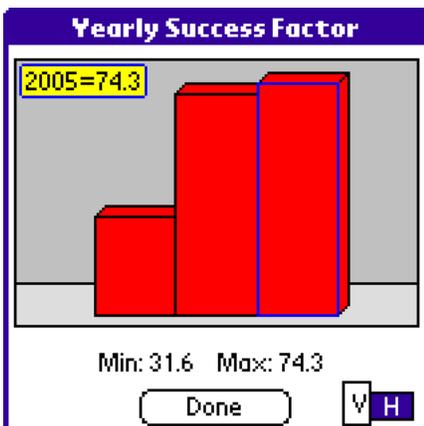
To display the 3D chart for your Yearly archives, tap the Title Bar on the Show Games screen to display the menu and select *Game/Chart Y*.

You can also display the chart by tapping the *Chart* button on the Year Archive screen.

This screen contains the following features and buttons:

Month/Custom Success Factor – Tap and hold on any bar to display the Success Factor for that month or category.

Min – Display the lowest Success Factor of all the months or custom categories shown.

Max – Display the highest Success Factor of all the months or custom categories shown.

Done – Closes the chart screen.

V – Changes the orientation of the screen to vertical.

H – Changes the orientation of the screen to horizontal.

A Personal Note

For me, the charting is the most exciting – and frankly – FUN part of The Time Game.

It answers the questions – How well am I doing? What is my track record?

In other words, what is my Success Factor?

And it does it visually! A picture is worth a thousand words. I think a good chart is worth at least ten thousand words.

When I first starting charting my Success Factor – 20 years ago – I was shocked and disappointed to find that I was only accomplishing about 30% of what I wrote down that I wanted to do!

Within a few months, I had managed to raise that to 50% through the use of the game. By the end of the first year, I had my first month at 96%. What a great feeling!!

I've never had more than a few months at a time where I managed 100%. And that's OK. Because as I gained more confidence in my ability to get what I wanted, I began wanting bigger things that took more complex planning and greater perseverance.

I don't always get what I want, but I almost always do what I say I'm going to do. That has made me a happy and successful person.

I hope that The Time Game will do the same for you.

Tips, Bugs & Known Limitations

1. Tip – If your Registration Key doesn't work, the most common reason is mis-entering your HotSynch name during the purchase/registration process. To help find out if this is the cause, you can download MyName.prc from our website at:

   http://www.lifegamesinstitute.com/downloads/MyName.prc

   When installed and run on your Palm OS device, it displays your HotSynch name in Hex. Copy and paste the displayed characters into an email and send to us. We will regenerate the registration key and send it back to you, usually within a few hours of your request – sometimes minutes!

2. When using the Select Time dialog to set a reminder event, tapping the *No Time* button may cause erratic results – generally either setting the alarm at an arbitrary time or not setting it at all. This is due to a bug in the development environment. I hope that this will be fixed before the next release.

3. Deleting the only step in an action plan leaves a blank and incomplete record. Don't do it. It is expected to be fixed in the next release.

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