

Illustrative Project Files

A non-repeating project

```
agenda: Fix light

tasks:
- a: Remove old halogen bulb
  c: Home

- a: Buy similar bulb
  c: Errands

- a: Install new bulb
  c: Home
```

A repeating project

```
agenda: Get a haircut

end: 2007-05-18

repeat:
  byweekday: FR
  frequency: WEEKLY
  interval: 2
  next: restart

tasks:
- a: Get a haircut
  c: Errands
```

Project File Details

agenda: agenda or project title. Required.

begin: beginning date at which tasks are listed as available in date-time format, i.e., either YYYY-MM-DD or YYYY-MM-DD HH:MM:SS.

days: non-negative number of days in advance of end at which the project's tasks become available.

end: ending date for completing all tasks in date-time format. For repeating projects, the ending date for the first repetition - details below.

At most two of {begin, days, end} should be provided. When two are provided then the third is deduced, i.e., begin = end - days; end = begin + days; days = end - begin. If only begin is given then end = begin and days = 0. If only end is given then begin = end and days = 0. If only days is given then begin = today and end = today + days. Otherwise begin = today, end = today and days = 0.

notes: project notes. Default = None.

series: True/False. Default = True.

If true, treat project tasks as series by default. If false, treat project tasks as parallel by default.

numbered: True/False. Default = True

If true, show task number / total number of tasks in project in output.

tasks: A list of the tasks required to complete the project. Each action has the following possible fields.

a: action title. Required.

n: notes. Default = None.

c: user specified context. Default = '???'. Other possibilities include 'Office', 'Home', 'Errands', et cetera. Tasks with the default category, "???", are combined with tasks belonging to the Inbox project and listed first in all reports as a reminder to set contexts for all your tasks and to "empty your inbox".

b: date-time action becomes available.

d: non-negative number of days in advance of e at which the action is listed as available.

e: date-time action should be completed.

At most two of {b, d, e} should be provided. When two are provided then the third is deduced, i.e., $b = e - d$; $e = b + d$; $d = e - b$.

If only one of {b, d, e} is specified then
if either begin, end or days is specified:
b given: $e = b + \text{days}$ and $d = \text{days}$
e given: $b = e - \text{days}$ and $d = \text{days}$
d given: $b = \text{end} - d$ and $e = \text{end}$
else if neither begin, end nor days is specified:
b given: $e = b$ and $d = 0$
e given: $b = e$ and $d = 0$
d given: $b = \text{today}$ and $e = \text{today} + d$

If none of {b, d, e} is specified then
if either begin, end or days is specified then $b = \text{begin}$, e

= end and d = days
else if neither begin, end nor days is specified then b = e =
today and d = 0.

f: date action was (last) finished in date-time format. Default
= None.

p: alphabetic parallel character or None. Default = None.

repeat: Optional. When included the following parameters can be
specified.

frequency: DAILY, WEEKLY, MONTHLY OR YEARLY. Required.

interval: the number of periods between repetitions, e.g., a project
with frequency = 'WEEKLY' and interval = 2 would repeat every other
week. Default = 1.

byweekday: the weekday or sequence of weekdays on which the project
should repeat. Default = (MO, TU, WE, TH, FR, SA, SU), i.e., any day
of the week. Alternatively, weekdays can be specified using integers
with MO = 1.

bymonthday: an integer or sequence of integer month days on which the
project should repeat. Default = (1, ..., 31), i.e., any day of the
month.

byweek: an integer, or a sequence of integer weeks on which the
project should repeat where the first week of the year is that
containing at least four days of the new year. Default = (1,...,53),
i.e., any week of the year.

bymonth: an integer or sequence of integer months on which the
project should repeat. Default = (1, ..., 12), i.e., any month of the
year.

count: the number of repetitions. The default is to repeat
indefinitely.

until: repetitions end after this date in date-time format. The
default is to repeat indefinitely.

next: 'keep', 'skip' or 'restart'. Default = 'keep'. When recurrent
projects are finished on time, the value of next has no effect. When
the project is finished after the end date, the value of next has the

following consequences.

next = 'keep'. The next date from the recurrence rule becomes the end date for the next copy just as if the current copy had been completed on time.

next = 'skip'. The next date from the recurrence rule that falls after the actual completion date becomes the next end date.

next = 'restart'. The starting date for the recurrence rule is reset to the actual completion date and the next date from the recurrence rule becomes the next end date.

For repeating projects, 'end' must be specified. Additionally, 'days' can be specified for the project and/or 'd' for individual tasks to have them listed as available 'days' or 'd' days before the relevant end date. For repeating events 'begin', 'b' and 'e' should NOT be specified.

Examples of recurrence rules

Once every other week:
frequency: WEEKLY
interval: 2

Monthly on the 2nd and 15th:
frequency: MONTHLY
bymonthday: (2,15)

The first Monday in every month:
frequency: MONTHLY
interval: 1
byweekday: MO

Monthly on the first and last days:
frequency: MONTHLY
bymonthday: (1,-1)

The third Monday in every month:
frequency: MONTHLY
interval: 1
byweekday: MO(+3)

30 days from the last completion:
frequency: DAILY
interval: 30
next: restart

The last Monday in every month:
frequency: MONTHLY
interval: 1
byweekday: MO(-1)

Every August 13th which is a Friday:
frequency: YEARLY
bymonth: 8
bymonthday: 13
byweekday: FR

Weekly on Tu and Th for 5 weeks:
frequency: WEEKLY
interval: 1
byweekday: (TU,TH)

The first Tuesday after a Monday in November every 4 years:
frequency: YEARLY
interval: 4

count: 10

bymonth: 11

byweekday: TU

bymonthday: (2,3,4,5,6,7,8)