Welcome to GoalEnforcer

Thank you for choosing GoalEnforcer. We hope GoalEnforcer exceeds your expectations. If you are not familiar with GoalEnforcer, this user guide will provide you with an overview of the features. We encourage you to let us know of any ideas or additional features that would better suit your needs.

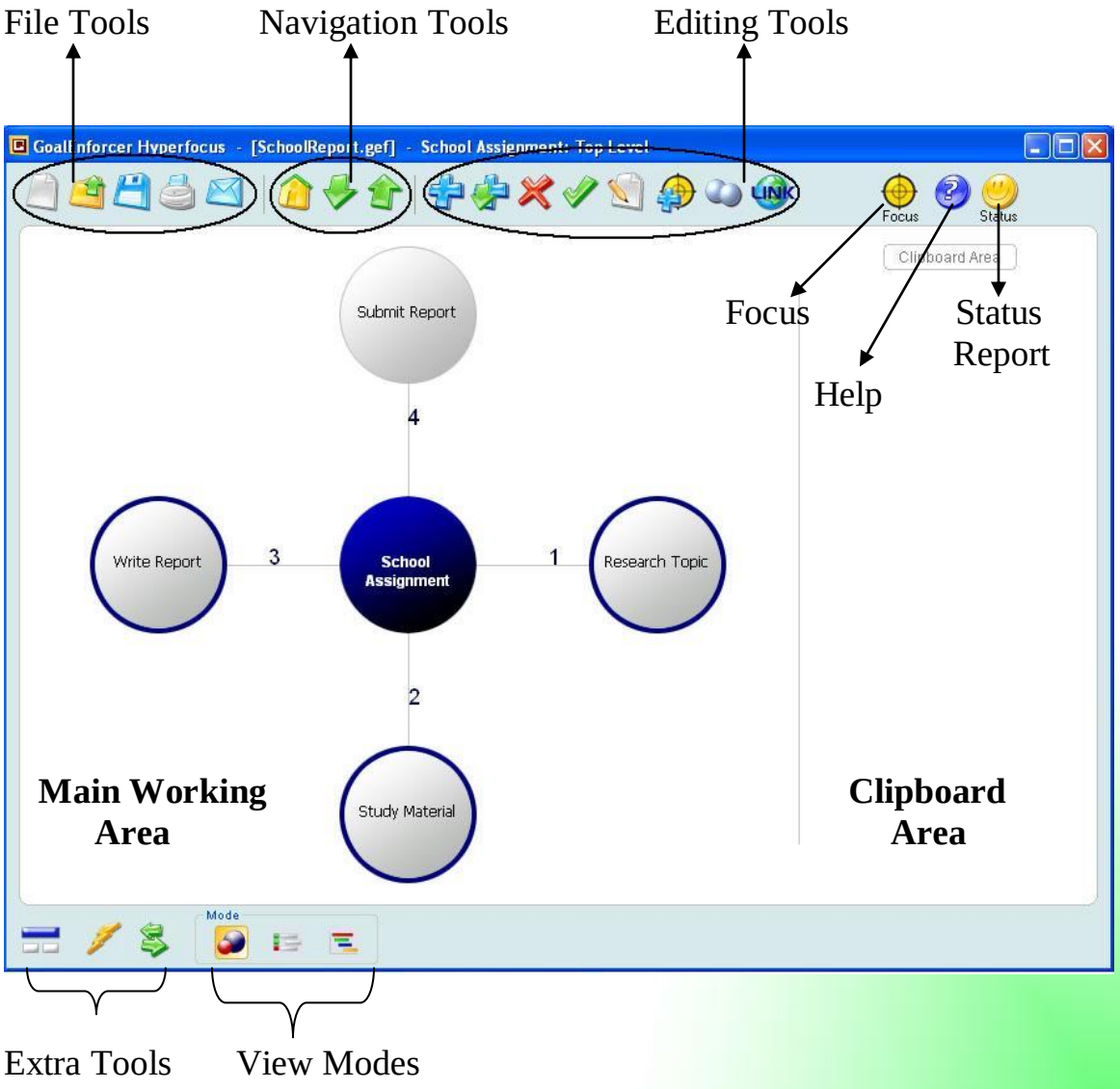
GoalEnforcer is a visual goal planning software that can help you plan, get focused and accomplish goals much faster than any other method. Its innovative interface lets you unleash the power of recursive visual thinking and increase your productivity. You can easily set and rearrange a goal accomplishment plan by dragging and dropping virtual objects. It includes color coding, status reports, and progress chart features for goal tracking. The calendar view can remind you about important due dates, and the new hyperfocus view will optimize your attention and keep you on track. This program is excellent for home projects, school work and business project management. Keep your family, friends and co-workers updated by sending status report emails, or posting progress charts to web sites.

1.0 Exploring GoalEnforcer

It is important to become familiar with the features of GoalEnforcer before beginning.

There are 3 main tools in the interface:

1. File Tools
2. Navigation Tools
3. Editing Tools



1.1 Learning the Tools

This will teach you the functions of each button.

1. File Tools:

Click here to start a new project.

Open saved projects. You can also import data from CSV files and open files from the internet.

Save current project.

Email Status Report for the open project.

2. Navigation Tools:

Home. Go to project top level.

Go into sub-tasks for the highlighted task.

Go up one level to the parent task.

3. Editing Tools:

Add a new goal/task to the project.

Add a subtask level to the highlighted task.

Delete the highlighted task from the project.

Checkmark the task as completed.

Edit the properties for the highlighted task.

Add to Hyperfocus zone. This is used to tag tasks that are first priority.

Clone. When a task is highlighted, this will duplicate it.

Add Hyperlink. This will allow you to add a link to a website.

Extra Tools and View Modes

Open the G-map. Brainstorm Quick Entry Mode.

Software integration allows you to exchange info with other software.

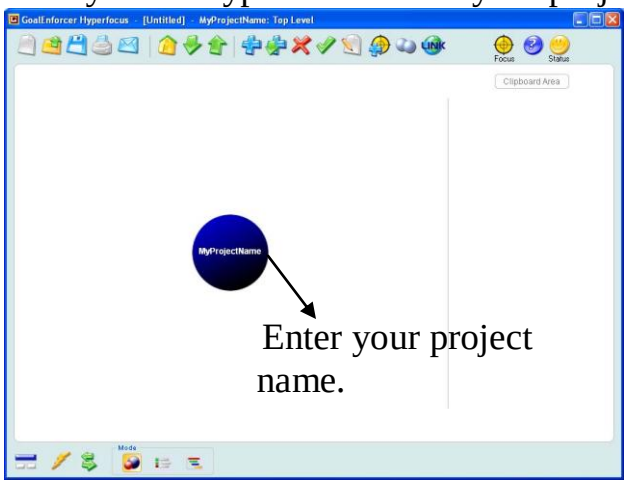
Map view, the default view for creating your project.

Tree View. Gantt Chart View.

2.0 Getting Started

How do you start? Just relax and think of ideas, concepts, and things in your mind… they can be materialized into a bubble with your thought written in the middle.

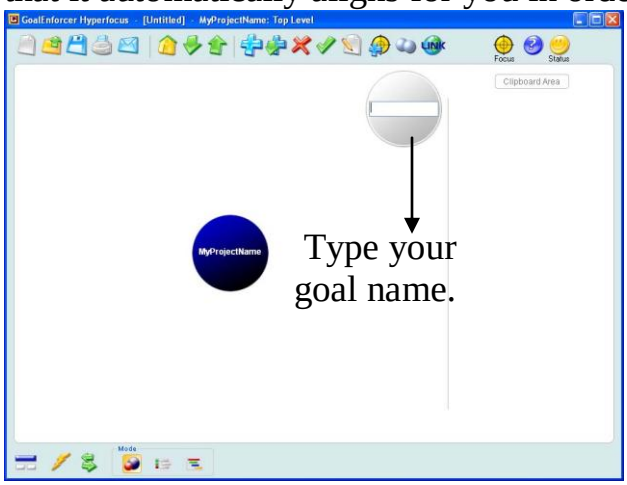
Start a new project by clicking on the "New Project" button.
Now you can type the name of your project into the blue "thought" bubble.



If you decide you want to change the name of your project, you can click the edit properties button or simply right click on the bubble.

2.1 Adding Goals

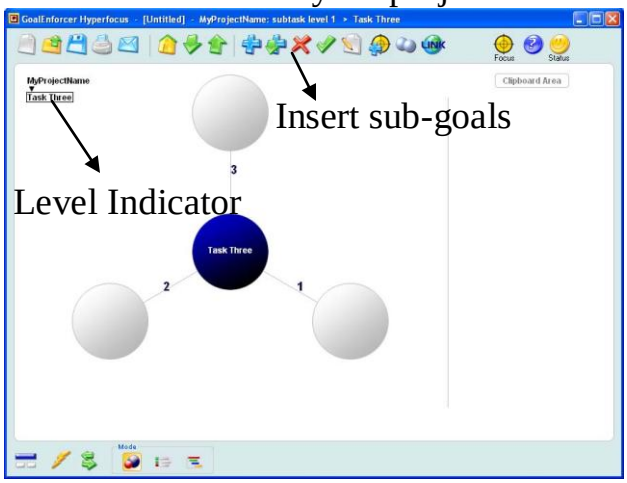
Now it's time to add goals to the project. Using the add goal/task button will allow you to add one goal/task at a time. Once you click the add button, you can type the goal name. After doing so, hold the left-click mouse button over the silver bubble and drag it near the blue bubble. You will see that it automatically aligns for you in order.



You will be able to add many goals/tasks to this area. To optimize your experience limit the number of items to seven.

2.2 Adding Sub-goals

Now you will learn to add sub-goals to the previously added goal/task. First decide which of your goal/task needs a sub-goal. Then click the bubble and it will highlight. Now click the sub-task button. You have just created a sub-goal space. You will notice a level indicator on the top left of the screen. This indicates what level of your project you are in. Now just click the regular add goal/task button. This will allow you to add just like section 2.1 but in a sub-level of your project.



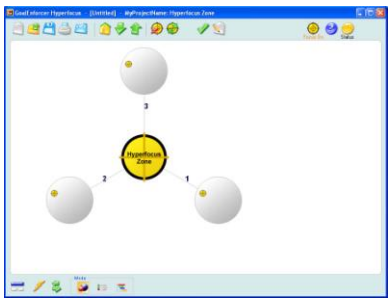
Now you can navigate back to the top-level by clicking the up arrow. A blue border will appear around a goal indicating you it has sub-goals. You can double click that bubble and it will take you into the sub-goals.

2.3 Using the Hyperfocus Zone

The Hyperfocus zone represents a special view of your current project. It is an area that displays items of immediate attention. In this area you can add items currently being worked on or items to be finished in the future. You can use Hyperfocus by highlighting a task and clicking the add to Hyperfocus button. This will add a tag to your task. Simply push the "Focus" button to enter hyperfocus zone. When in the Hyperfocus zone you will see two more toolbar buttons available.

Remove task. This button allows you to remove a task that is highlighted.

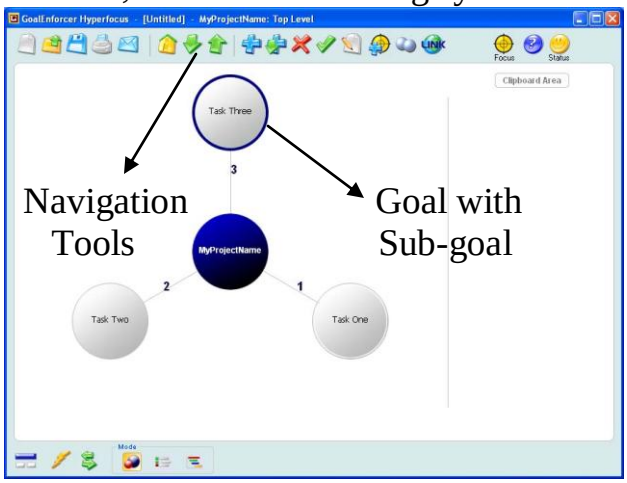
Recycle Hyperfocus zone. This button is used to remove only finished tasks or all tasks in the zone.



It is recommended not to overpopulate the Hyperfocus zone. Otherwise it will loose its purpose and become confusing.

3.0 Navigating through Goalenforcer

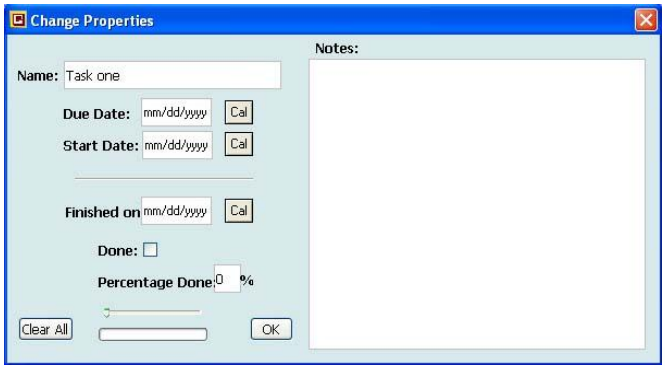
Navigating in Goalenforcer is as easy as the internet. Select a goal by clicking on so it highlights, then push the down arrow. You can also do this by double-clicking on the goal, or simply pressing the down arrow key on the keyboard. Just like the Internet, the up arrow is back, the down is forward, and the home brings you back to the main level of your project.



Only Goals that have a blue circle around it, can be navigated into because it has sub-goals.

3.1 Editing Goal Properties

Editing goals allows you to change the name, start date, due date and percentage done in your project. You are also able to add notes in this section. Highlight a goal and click on the "edit properties" button. Or you can also right-click on the bubble. You will see a properties box pop up.



This Box controls the properties in your goal/task. There are calendars available to add the dates and a percentage meter to mark the progress. Adding notes is great for details or memos for completing the task.

After adding dates to the properties, you will see that they show up within the bubble. If there are notes added, a notes tag will appear.

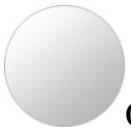
After the dates have been entered, the bubble will change color according to the percentage done. In the properties box you will use the "percentage done" to keep track of your progress according to how much has been completed. There are five colors to help you identify the status of each bubble:

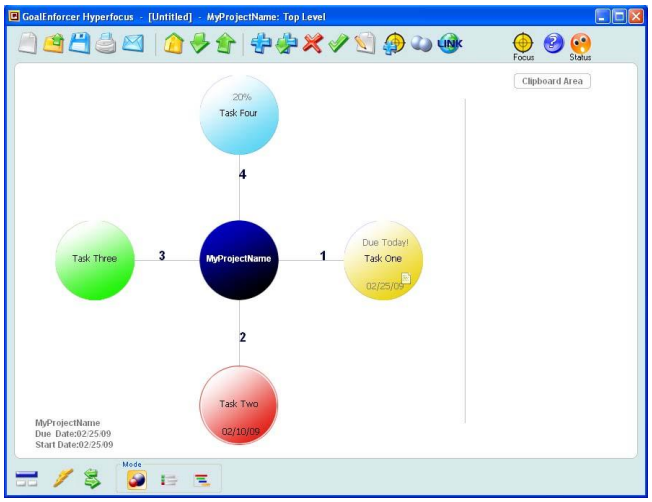
Done: Task has been completed.

Attention: Task due today or running behind.

Immediate attention: Overdue task.

OK: Task in progress.


OK: Future task (work hasn't started yet).



To keep yourself on track, remember to always update the "percentage done". This will help you to stay organized with the goals/tasks. You can add any bubble into Hyperfocus to make sure those are the first to be completed.

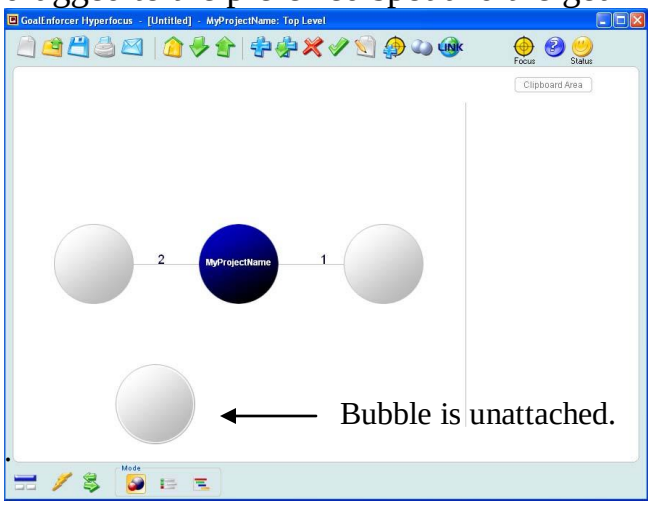
Status Monitor

Attention: a panic face tells you there are one or more overdue tasks.

Happy Face: shows progress is ok. No overdue tasks.

3.2 Moving the Goals

Goal bubbles can be moved around very easily. You can change the order of the bubbles or place them in a sub-goal area. Left-click and hold one of the bubbles and drag it away from the central goal. It will detach and the goal map will automatically re-organize itself. Now the bubble can be dragged to the preferred spot and the goal map will re-organize again.



Bubbles can also be swapped by dragging one near another.

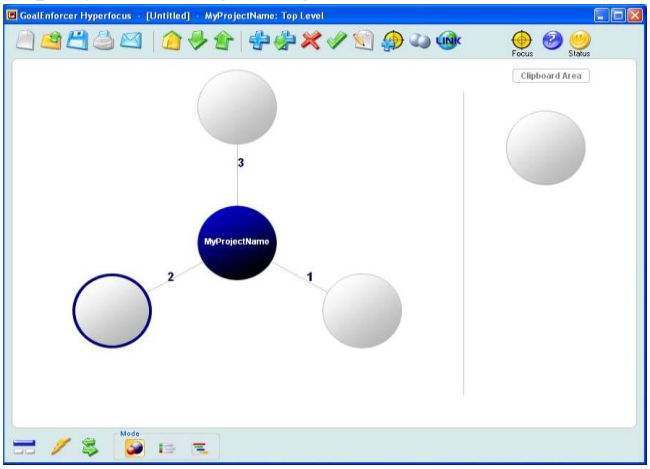
To detach a bubble, drag it till the attachment line disappears or place it in the clipboard area.

Moving goals to sub-goal areas:

Detach the goal and move it to the clipboard area. Navigate down into a sub-goal area and simply drag the goal back into the main area.

Moving existing goals to new/old projects:

Drag a goal into the clipboard area. Create a new project or open an old project. Drag the goal back into the main area.



The clipboard area will hold many bubbles. Just drag them into the clipboard area one at a time.

4.0 Status Report

Rich graphics status reports show the state of your accomplishment. Color coded symbols, highlighting and progress bars can give you a quick snapshot of the situation. Reports can be generated in HTML, XML, comma separated values (form spreadsheet use) and plain text formats. Reports may also be transferred to a website, or emailed directly from the application.

To get to the Status Report, click on the "Status Monitor" (either the happy or the panic face). The Status Report can be exported by clicking the "save" button.

Save Report: you can choose among HTML, Plain text, CSV and XML format.

Print Report.

View HTML Report.

Upload Report to Website using FTP.

View Progress Report.

Monitor your milestone achievements and re-tune your project for maximum performance. Charts may also be included with your email reports.

Status Report Focus. This is used to show the focused report.

Calendar. This will display a "calendar view" of the project.

4.1 Export/Import project data

Project Data can be exported by clicking “Save” button and then selecting the “Export” option.

Project Data can be imported by clicking the “Open Project” button and selecting the “import” option.

The import/export data file is a CSV file (comma separated value), and it has 7 columns representing the Level, Task/Goal Name, Due Date, Start Date, Status, Finish Date and Notes field.

A level value of -1 represents the top level (the main project name), and it gets larger (0,1,2…) as you move deeper into the subtask space.

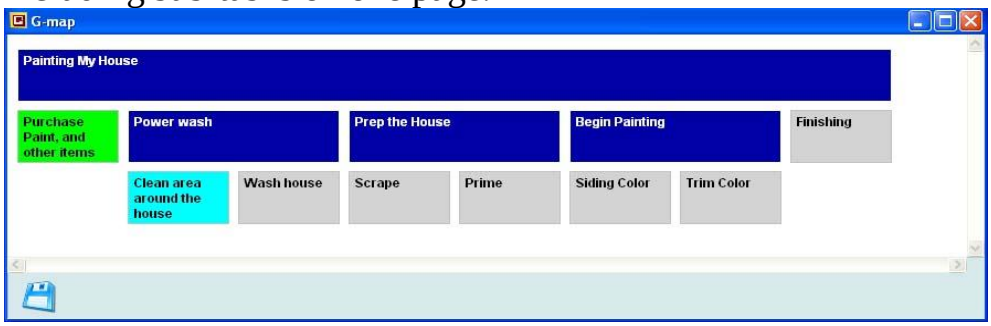
Remote Project File

Project files can also be stored on the Internet. You just need to have access to an internet server that allows you to download/upload files using the FTP protocol.

You can open remote project files by clicking the “Open” button and then selecting “Open Remote.”

You can save project files to a remote server location by clicking the “save” button and then selecting “Save Remote.”

The extra tools section consists of 3 buttons. A G-map will give you a great graphical overview of the project that lets you see all tasks including sub-tasks on one page.

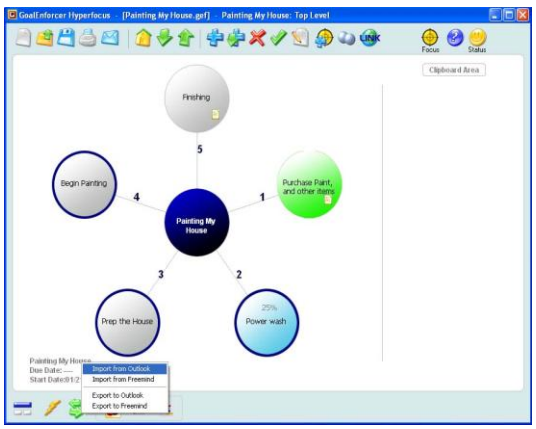


The Brainstorm Quick Entry Mode will open a new window where you can enter your goals by typing their names and hitting <ENTER>, one after the other. The newly entered goals will be automatically linked to the central goal.

Software Integration allows you to exchange info with other software tools: Outlook and Freemind.

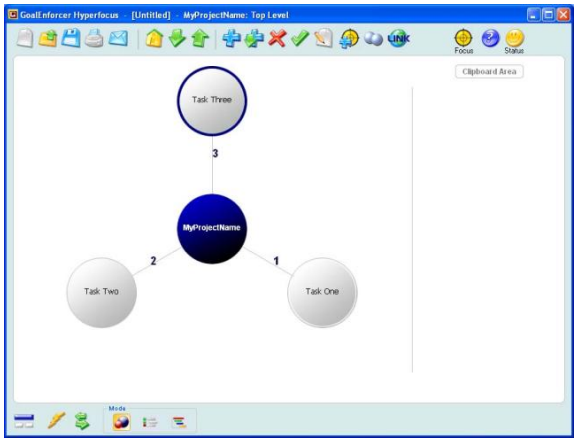
"Export to Outlook" sends the project data to Microsoft Outlook. The first time you export to Outlook, it will create a folder in the task area with the same name as the Goalenforcer project being exported. "Import from Outlook" reads the modifications you did to your tasks while using Outlook, and then updates GoalEnforcer accordingly. It only reads the tasks that are under a folder which has the same name as the GoalEnforcer project. Tasks that have been added while using Outlook will appear on the ClipBoard area, so that you can rearrange them later.

"Export to Freemind" will extract project data and generate a project map file that can be viewed with Freemind. If you have Freemind installed on your computer, it will automatically open the project map after the conversion has been done. " Import from Freemind" will import maps generated be Freemind.



4.3 View Modes

There are 3 view modes available to see. The first one is the default view that uses bubbles.



This is the button used to view the default mode.

Tree View is an improved view that can be used for navigation shortcuts and quick status updating. Click the row of interest once to select it, and then click again on any entry to edit its value.

Gantt Chart View allows you to see and modify timeline information. Each goal/task duration is represented by a horizontal bar that starts at the Start Date and ends at the Due Date. The color code is the same as the Map View. Also, as a task gets completed its bar gets filled with green. "Parent goals/tasks" are always represented in dark blue. You see snapshots of one month at a time, and you can move to the next/previous months by clicking the rightmost column. You can switch between "Due Date" and "Start Date" by clicking the down arrow on the date column.

5.0 Hot Keys

Hot Keys (Keyboard Shortcuts)

File Tools:

Ctrl+N.....New Project
Ctrl+O.....Open Project
Ctrl+S.....Save Project
Ctrl+Shift+S.....Save As
Ctrl+Shift+X.....Export
Ctrl+Shift+I.....Import
Ctrl+P.....Print
Shift+M.....Send Email

Navigation Tools:

Home.....Go to top level
Up Arrow.....Up One Level
Down Arrow.....Down One Level
Right Arrow.....Highlight next item clockwise
Left Arrow.....Highlight next item counter-clockwise

Edit Tools:

Ctrl+K.....New goal/task
Ctrl+Shift+K.....New subgoal/subtask
Del.....Delete item (goal/task)
Ctrl+SpaceBar.....Checkmark completed (Done)
Ctrl+E.....Edit item properties (goal/task)
Ctrl+D.....Clone item (goal/task)
Ctrl+L.....Add Hyperlink

F1.....HELP

Ctrl+R.....Status Report Window

Status Report Window:

Ctrl+S.....Save Project
Ctrl+P.....Print
Ctrl+H.....View HTML Report
Ctrl+T.....Transfer Report using FTP
Ctrl+G.....Progress Graph
F6.....View Calendar
F7.....Focused Report: Hyperfocus
F8.....Focused Report: Current Map View

Hyperfocus Tools:

Shift+SpaceBar.....Add to Hyperfocus
F7.....View/Hide Hyperfocus
Shift+X.....Remove from Hyperfocus
Shift+D.....Remove Done from Hyperfocus
Shift+A.....Remove All from Hyperfocus

Text Editing:

Ctrl+C.....Copy
Ctrl+V.....Paste
Ctrl+X.....Cut

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