

Simplify **Your Life & Save Valuable Time**



Organize your calendar at home, work, or

Prioritize your

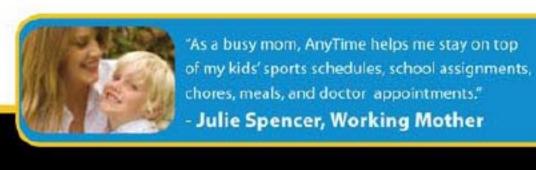
to-do list. Check off

- school. Schedule events, calls, tasks and appointments, and avoid conflicts.
- Add recurring events and meetings just once. Simply drag-and-drop to reschedule at any time. View your schedule by day, week, month & year.

- completed tasks.

Print calendars,

to-do lists, contacts,



chores, meals, and doctor appointments." Julie Spencer, Working Mother professional life! With a simple and familiar interface, thousands of calendar designs, and synchronization with your mobile device, you'll have everything you need in one place!

tools you need to organize your personal and

AnyTime™ Organizer provides all the

Expenses

Tracks personal and business expenses.

Never forget another password or log-in again.

Organize miscellaneous notes and reminders.

Keep a daily personal or travel diary.

Always stay up to date - even on the go. Sync your schedule,

Set alarms to remind you of

important events.

Passwords

Notes

Journal

Alarms

ORGANIZER

The organizer that works

the way you do!

To Do

- Stay organized and accomplish more in less time. Track your daily progress and never miss an important deadline.
- Set due dates and sort by priority or group.

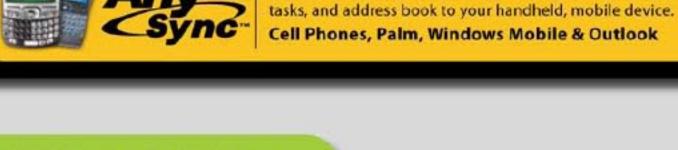
View long-range goals or just today's tasks.

Incomplete tasks roll-over to the next day.

Address Book Build stronger relationships and stay in touch with

customers, colleagues, friends, and family. Print address books, envelopes, and labels.

- Send an e-mail to multiple contacts simultaneously. Reminds you of birthdays and anniversaries.
- Calendars Visualize your schedule by day, week, month, and year with more printing layouts than any
- other organizer. Over 2,500 designed layouts.
- Create a PDF to e-mail to friends and family. Print an address book, expense report, and more.



Features for the **Professional in You!**

Powerful

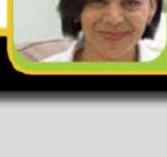




seamlessly with your Outlook data to print. Create a PDF of any layout and e-mail

your schedule to others.

our church members."



Build

Terry Sanders, Event Planner & Volunteer

your paper organizer or send a PDF to others.

Get more printing layouts than any other organizer - over 2,500 impressive designs!

Change styles instantly with 15 new, one-click themes or create your own design. Then, print to







Week Organizer



CALENDARS







Keep your contacts at your fingertips.

important people in your business and

personal life.

AnyTime" Organizer offers you the easiest

way to stay organized and in touch with the

Expense Reports

Easily and reliably switch from any other pro-

gram. Imports data seamlessly from Micro-

ADDRESS BOOK



Simply drag-and-drop to schedule calls.

Date and time stamps are added automatically. Add photos for each person as a quick visual.

- As an entrepreneur...helps me create work schedules, prioritize tasks, manage projects, track equipment and jobs, and write expense reports." Peter Hansen, Small Business Owner



New Ways to Stay Organized

Setup alarms to trigger

Add sticky note reminders

Alarms remind you of important meetings, phone calls, deadlines, and

anniversaries - so you'll always be on time for important events.

in your favorite colors.

a text message to your phone.

Mobile Sync Seamlessly transfer and share information between AnyTime and your mobile phone and handheld device.

World Clocks Check the time anywhere in the world and know when to communicate. Place up to twelve clocks on

Sync data with Outlook and other organizers.

Supports most major cell phones, PDAs, and

mobile devices including Palm, Windows Mobile

your desktop.

5/6, and Pocket PC.

Keeps local time in 850 global locations. Includes all U.S. and global time zones. Adjusts for Daylight Savings and shows day or night.



Track time around the globe with

desktop clocks.

soft® Outlook®, Sidekick®, Lotus Organizer®, Day-Timer Organizer*, previous versions of AnyTime, and other organizers.

Import & Export

 Import addresses, phone numbers, and contacts. Sync your calendar, contacts, and to-do lists.





1-click to get maps

for any listing.

and driving directions





AnyTime reminds you of important events in new ways so you'll never be late again. Set alarms that play your favorite MP3 song, TO-DO LISTS

more effectively.

(H)(M) - (M)

Sticky Notes

important information.

Schedule Ticker Visualize your daily schedule as a scrolling ticker or screen saver and manage your time

Perfect for adding quick reminders to your

One-click to add notes to your desktop.

desktop, Sticky Notes is an easy way to manage

Visible while working in other applications.

Keep phone numbers or tasks in front of you.

- Shows upcoming events and to-do items. Choose horizontal/vertical bar or screen saver. Personalize with your photos, fonts, and colors.

Keep your private

information safe

from hackers.



bers, serial numbers, credit cards, and other private information. Stores confidential passwords, PINs, and logins.

Password Organizer

Never forget another password, login, or account

number again! Securely store social security num-

Encrypted file ensures data is safe and secure.

1.1:00 arm 12:00 pm. Goal Meeting with Fresidens 1200 pm·100 pm. Lunch Meeting with Phesident 1:00 pm-2:00 pm Continuos Call with Sales



Cars and Hotel for October ACCESS Trips Medical - Mamogram Scheduled
 Medical - Dr. Hartman Appointment Made
 New Store for CMX

Steples Jewel Case Program Strategy Re
D Recreational - Plan Whirtwind Golf Date

GetNew Weights for ATS for OMX

View your daily schedule as a

scrolling list.



DAY PLANNER

find more ways to personalize your schedule, to-do list, address book, and print layouts than

Easy, **Complete & Works** the Way You Do

... it's never been easier to remember birthdays and

Bob & Denise Raymond, Grandparents

schedule - even creates a holiday mailing list."

anniversaries and organize our diet, exercise, and medicine

records in one place, and write a daily journal.

Expense Reports, Notes & Daily Journal

Automated Alarms

Use MP3 music as your alarm ring tones.

Snooze alarms by hours, days, or weeks.

Send a text message to your phone.

Set birthday reminders a week in advance.

miscellaneous notes, keep recipes, lists, and

Keep a list of goals, books to read, and restaurants to visit.



Write a daily journal with automatic date and time stamps.

Additional, AnyTime

- Advanced Find locates information quickly. Conflict-checking avoids over-booking
 - Grouping shows information in different colors. Quick calendars navigate to any day - fast! Date and time stamps are added automatically.
 - Password protection secures private information. Graphs show available free time instantly. Spell checker ensures a professional appearance.

Connects with your existing e-mail program.

—PC Laptop



"We schedule everything... court appearances,

depositions, and client meetings. I have a separate to-do

list for each case and have never missed a filing deadline.



Choice





Sort by Due Date, Priority, or Group 10 Additional Display Options Notebook Stores Miscellaneous Information Keep a Daily Journal

Drag-and-Drop Rescheduling View Occupied Times Set Recurring Events Week, Month, and Year Views Available Free-Time Charts * Add-In Fun Calendars Add-In Special Holidays Schedule All-Day Events

Advanced Auto-Dial **Expense Reports** Print Expense Reports

Supports International Currency Calculator Additional Features * Spell Checker

Customize Look & Feel Familiar Book Interface Add Notes to Any Item Auto Date/Time Stamping Dockable Toolbars

Categories and Custom Groups

Auto-Save, Auto-Backup, and Archive

Import Data ACSII Files (.CSV, .TXT) Export, Delete, or Merge Data * Sticky Notes and Schedule Ticker

> "... an excellent tool for businesses to schedule meetings for busy people whose individual schedules are all

-Portable Computing

Automatic Date/Time Stamps * Indicates New Features - Version 12

One-Click Maps/Driving Directions Up to 12 Clocks on the Desktop

Network Version Contact Management Sort by First, Last, or Company Name 2-User Business License Included Additional User Licenses Available Store 3 Addresses Per Contact Store 6 Phone Numbers Per Contact Works on Net-BIOS Networks One-Click to Send E-mail Links 50-Users Across a Network

Earth Clock One-Click Access to Web Sites Integrated into AnyTime Organizer One-Click to Write Letters World Time Zone Maps **Envelope and Label Printing** Supports Daylight Savings Time Store Birthdays and Anniversaries

Automatic Birthday Age Calculator ★ Supports 850 Cities Worldwide Connect Appointment / Event Auto-Hide Clocks Option with Contacts for History Shows Day/Night Views Automatic Anniversary Calculator Choose Analog or Digital Clocks Store Unlimited Special Dates Auto-Schedule Appointments/Tasks Password Organizer Store Bank PINs * Add Photo for Each Person Account Passwords

User ID/Password Web Login Hacker-Proof Enter Date, Amount, and Currency Encryption Define Expense Types Select Payment Type Group and Categorize Expenses

Awards & Reviews 'This user-friendly personal information manager tracks calendar details, to-do's, addresses, and notes in one central location: -Home Office Computing

> -Computer Shopper The true strength of AnyTime is in its usability. Almost anyone can be up and running productively within a

"AnyTime allows easy entry to the

world of planning. Its simplicity and

price make it the most accessible of

full-featured personal information

over the place."

★ Sync with Microsoft' Outlook'

★ Sync with Palm and PDA Devices

★ Sync with Windows Mobile Devices ★ Sync with Pocket PC Devices

* Sync with Popular Cell Phones

Every Feature You Need in a Personal Organizer Calendars & Schedules View Calendars/Tasks Side-by-Side ★ On-Screen Quick Calendars ★ Set Alarms and E-mail Reminders ★ Add-In Sports Schedules

any other organizer.

Schedule Multi-Day Events Adjust Start and End Times Check for Scheduling Conflict * Alarms play MP3 Music ★ Send Text Message Alarms Print Layouts * Print any Layouts as a PDF ★ 2,500 Customizable Printing Layouts

Special Calendar Layouts Special To-Do List Layouts Special Address Book Layouts Print to Paper-Based Organizers Print to Avery Labels and Envelopes * Layout Designer Change Fonts, Colors, and Sizes Add Headers and Footers Save Your Layout Designs Laser, Ink Jet, and Color Printers

Special Travel Planners Emergency Contact Lists Set Priorities (1-9) or (A-Z) Automatic Prioritization Set Due Dates Add Non-Dated Tasks Overdue Items Shown in Red (On/Off) Auto-Rollover Unfinished Tasks

★ Set Alarms and E-mail Reminders

Check Off Completed To-Do's

View Master To-Do List

Over 50 Custom Settings Over 25 View Settings

Supports Drag-and-Drop User-Defined Group Colors Password Protection Quick-Entry Data Bars International Date and Time Formats * Advanced Search Features

managers." matter of minutes."

—PC User Group, Bits & Bytes

- Julian M. Anderson, Esq., Attorney