

# Work and project management tool TIMESLIST adds two new features, RuleBook and RuleTemplate, to maximize productivity.

*Work and project management tool TIMESLIST adds two new features, RuleBook and RuleTemplate, to set guidelines and maximize productivity for online discussion.*

MINATOKU, TOKYO, JAPAN, February 6, 2018 /EINPresswire.com/ -- Want to organize and make your online business discussions as productive as possible? [TIMESLIST](#) has added two new powerful features to its industry-leading work/issue management tool; RuleBook and RuleTemplate. Both maximize your team's online discussion time by setting guidelines/rules for each call.

Major chat or messenger services sometimes fail when discussing business matters due to random typed comments, false conclusions and simple miscommunication. This happens because most meetings lack structure and rules.

Team members will appreciate RuleBook and RuleTemplate. Both features of TIMESLIST allow everyone to reach agreement and come to quick consensus by keeping the online meeting focused.

TIMESLIST automatically sets default meeting rules for discussion and comments via RuleTemplate. It helps you and your team proceed to meaningful discussion. With RuleBook and RuleTemplate, your team can share important guidelines before getting on the call.

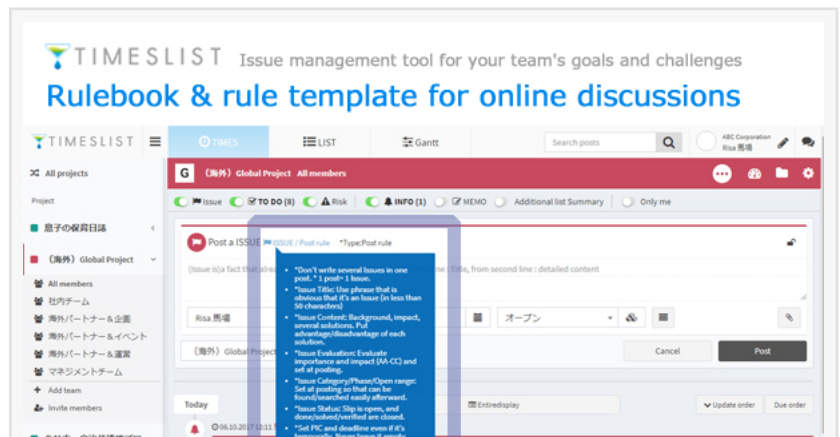
Sample of call guidelines from RuleTemplate:

\_1 post=1 issue.

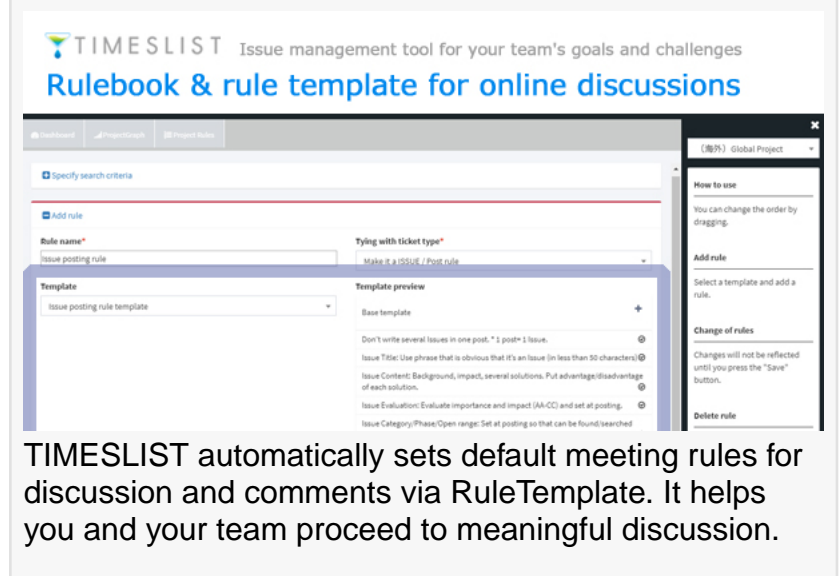
\_Use phrases that everyone easily understands.

\_Issue Content - Tell backstory of issue, it's impact, then state options for solution. State pros and cons for each solution.

\_When replying to comment, don't criticize. Do not make dissenting opinions or initiatives personal.



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\_Issue Status Change: Must be agreed upon by at least two participants.

\_Deadline Change: All must agree on any deadline changes.

TIMESLIST is based on “MANAGEMENT THEORY”. Management Co., Ltd has broken down management theory and newly reconstructed it using the original primary body of knowledge concerning management.

What is “MANAGEMENT THEORY”?

-Multiple activities are redefined as projects with goals and deadlines.

-Break down projects into gradual reachable units that are defined as issues.

-Project goals are achieved by identifying and solving each defined issue.

TIMESLIST issue management tool organizes the “big picture” by managing “issue”, “to do (task)” and “risk” categories separately. With TIMESLIST users can support more than just one specific project with a strict deadline. TIMESLIST allows users to manage their organization’s regular tasks with goals and deadlines, along with their personal activities such as training classes, workshops, family commitments, and volunteer activities--all at the same time.

With TIMESLIST all participants are connected all the time, all in one place, to efficiently move project activities forward.

Multiple projects involving numerous participants from several different departments or organizations often run into communication difficulties. TIMESLIST provides a solution to communication obstacles by allowing all project participants to post a new issue, to do (task), risk and comments for any project viewable by all other participants at the same time.

The “search” feature allows users to find any issue easily by project name, status, and team members. There are three display change tabs : Timeline, Issue list and Gantt chart (WBS). Additionally, there are other features such as chat, dashboard, team member planning, and sharing documents.

TIMESLIST facilitates cross-functional coordination and collaboration on issue management and aligns all these processes centrally in one place. Users can also set their own time zones to make it easier to collaborate and work with other team members from a distance.

More powerful and simpler.

In TIMESLIST, once a project is created, the user can invite both internal and external team members to participate. TIMESLIST allows users to see one project or multiple projects all on one page and coordinate issues, tasks, to do, and risk to propel a project (or multiple projects) forward.

Share and resolve issues with team members anywhere on earth. Increase your productivity with TIMESLIST!



Watch TIMESLIST's home page video to learn more about our approach to work and project management.

TIMESLIST is the ultimate business and project management tool for:

- \_ Solving business and work related issues.
- \_ Improve self management of projects.
- \_ Improve team management and team building.
- \_ Define issues while making project management more productive and routine.
- \_ No need for confusing Excel spreadsheets.
- \_ Improve Gantt chart (WBS).
- \_ Complete more work in less time.
- \_ Avoid needless and unproductive tasks.
- \_ Improve personal and team efficiency.
- \_ Share and resolves issues in the virtual workplace.
- \_ Move from issue management to team management.

Watch TIMELIST's home page video to learn more about our approach to work and project management.

<https://timeslist.com/>

Volunteer translators wanted to translate from Japanese to their languages.

TIMESLIST wants to become available in several other languages so it can be used all around the world to help multiple country's teams solve various issues by project management.

Benefits of being a volunteer translator:

1. You will learn project management, issue management and Japanese language through translating TIMESLIST to your language.
2. You may make Japanese friends through MANAGEMENT Co., Ltd.,
3. You can learn about, and keep up with, current Japanese culture.

Requirements:

- Available for translation work 1 - 2 hours a day, three days a week.
- Provide weekly updates on your task progress once a week, and inform us when you are unavailable due to taking a day off or a vacation.
- Understanding Japanese and English skills are a plus, but not necessary. Bilingual Japanese are welcome.
- This is an unpaid volunteer position. However, you can learn project management at a corporate training program level.

TIMESLIST – Increase your productivity!

Free version and paid version available now.

Download Web based: <https://timeslist.com>

Download Android: <https://play.google.com/store/apps/details?id=com.timeslist.app>

Download iphone: <https://itunes.apple.com/jp/app/timeslist/id1130233641>

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