# rubato
## User's Manual

**A full printable PDF version of this manual is available by clicking here.**

rubato

Welcome to **rubato.** This manual will guide you through the philosophy and operation of the rubato app. Please scroll through these pages or you may skip to the various topics using links on the table of contents page.

**A special note to iOS7 users:**

Rubato is compatible for those who use pre-iOS7 devices.

However, even though the *look* of our app may differ between the pre-iOS7 and the current operating system, the underlying operation of the app is fundamentally the same.

We feel rubato is an intuitive app that is easily learned in either iOS mode. Never-the-less, we've prepared this manual to answer any questions you may have about using rubato. If at any time you feel you'd like to ask us about any details; we may be reached at our email address: *info@apps2achieve.com*

Sincerely,

from apps2achieve.com

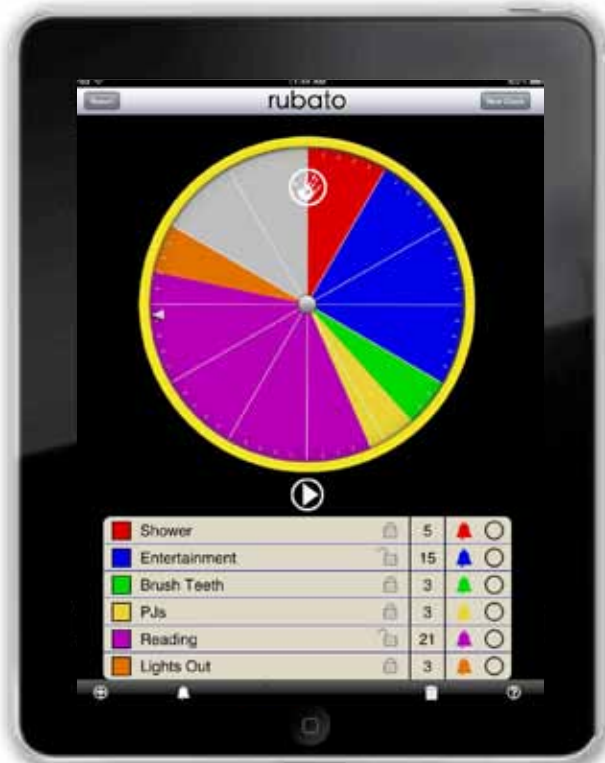For support: *info@apps2achieve.com*

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## Introduction



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Rubato is a "Real-Time" app that teaches the critical executive functioning skill of time management. Just like Robin Hood, rubato allows one to "steal" from one segment of your schedule and give to another.

Rubato's easy clock face user interface makes for fast organizing of one's time; multiple segments can be arranged, re-arranged and organized easily and intuitively.

They say: "Time waits for no one"; but by keeping track of your use of time and allowing you to trade time between the things _you need to do_ and the things _you want to do_, rubato helps teach time management by visually reinforcing real-time concepts. When time expires from one segment, rubato asks from which other segment you may wish to borrow time and then visually adjusts the display to reflect your choice.

Rubato's interactivity makes you a real-time participant in the management of your schedule at home, at school, at work and at play.

# rubato
## The **rubato** philosophy of time management

by Todd Kellogg LMFT, BCBA

### What is the rubato app?

Rubato is the app that not only helps a person manage their time, but also helps manage that time more *efficiently*. The Executive Functioning Skills behind Time Management involve <u>prioritizing</u> a number of tasks to develop a schedule, <u>tracking</u> one's progress, and if necessary modifying one's behavior to self-correct. When setting priorities, rubato guides the user to determine whether each activity is required or negotiable. A required activity is a "must do" or a "NEED" while a negotiable activity tends to be more of a "WANT." A negotiable activity at times may also be a preferred activity. When managing one's time, the person can be motivated to complete the required activities in order to still have time for the preferred activities. Many people struggle with getting all of their required activities done in a timely manner because they

**Many people struggle with getting all of their required activities done in a timely manner...**

either "lose track of time" and/or end up allocating too much of their limited time to just few activities resulting in "running out of time." And for some people who are still developing their Executive Functioning Skills as it relates to Self-Discipline, there may also be a number of delay tactics in starting and completing required activities that are non-preferred. With rubato, the user sees how delaying the completion of a required activity ultimately takes time away from other activities <u>before</u> it's too late. As the user bumps up against initial time estimates, he/she is prompted to make a decision as to what other activity time will be subtracted from. And in some cases that time will have to come out of a more preferred activity. But the reverse is true too! -- The quicker one starts and completes required activities, the sooner one gets to the preferred activities and has more time to enjoy them!

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## The **rubato** app and time managing skills
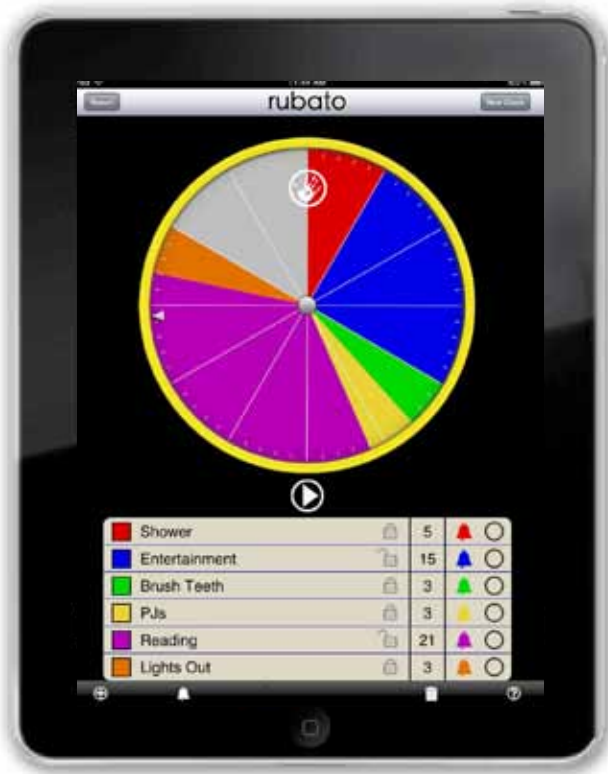
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**Just like Robin Hood, rubato allows one to "steal" from one segment of your schedule and give to another.**

by Todd Kellogg LMFT, BCBA

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### Who is the rubato app for?

**rubato** is for anyone who wishes to "make the most out of time" – or – improve his/her Executive Functioning Skills as it relates to Time Management, Prioritizing, and Delay of Gratification.

**A person or group of people who are personally or professionally faced with the challenge of completing a series of tasks within a specific period of time:** • The person running a meeting
• The college student studying for exams
• The homemaker who needs to multi-task
• The person who needs to complete a series of projects by a certain deadline. [Click here for further explanation]

**The Parent, Teacher, Coach, or Therapist** who needs to teach the important lessons of Time Management, Decision Making, and Delay of Gratification to a younger individual. [Click here for further explanation]

**The Special Education Teacher or Therapist** who needs to take the extra step by using an interactive visual format that demonstrates the passage of time while concretely showing the cause-and-effect relationship within behavior choices. [Click here for further explanation]

# rubato
## The Opening Screen

To add a time segment, double-tap the clock face, touch the "Hand" icon or touch the "Add Segment" icon.
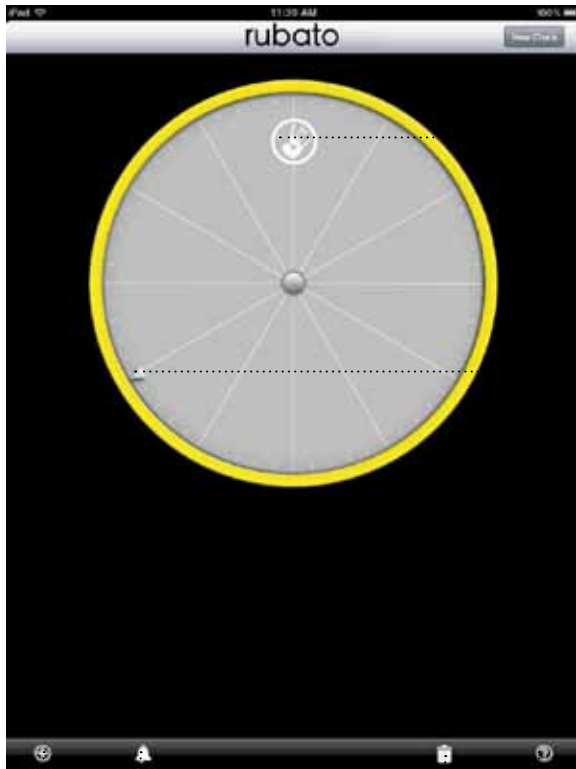
Touch here to begin.

This icon signifies the actual minutes elapsed during this hour. It is a great help when planning a programmed hour.
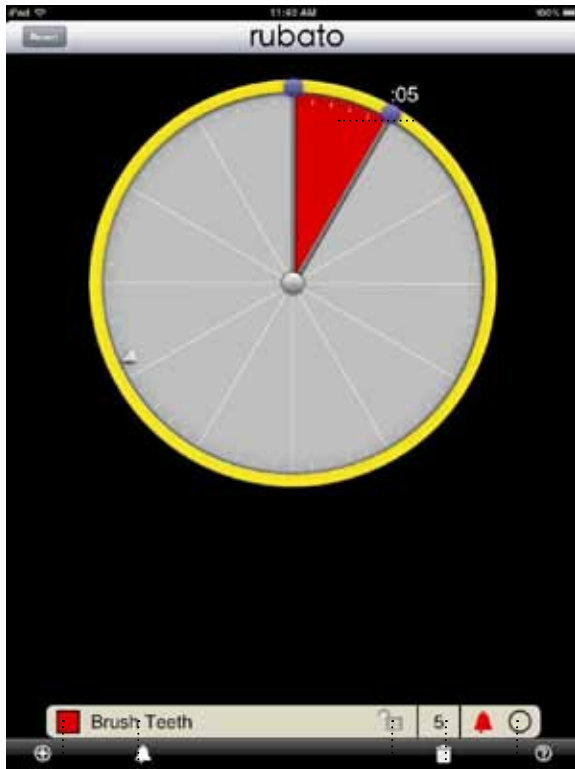
Add Segment

Alarm Toggle

Delete a Segment

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## Creating a segment

All new segments contain 5 minutes.
A segment's color code is automatically set by
rubato.



Use these handle to
adjust the time for each
segment.

Touch to re-select a color

Touch here to name the segment

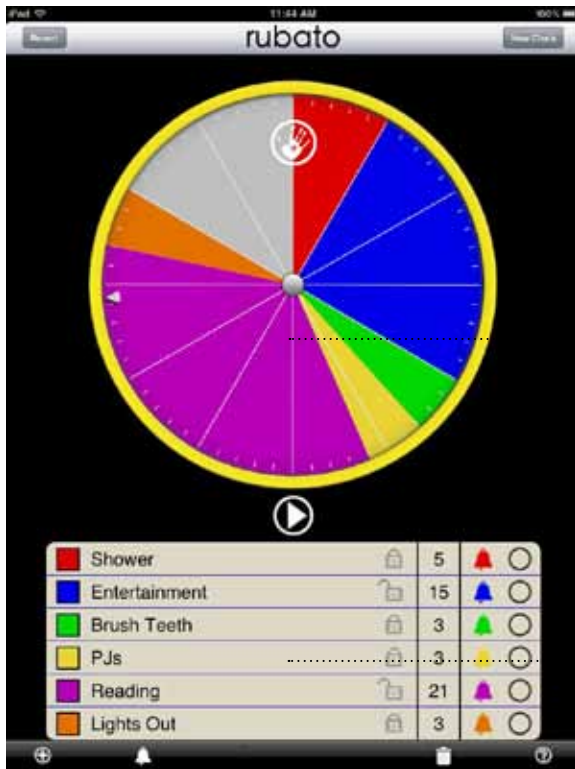Touch to toggle lock/unlock segment

Segment Time

Touch here when task is completed

# **rubato**
## Completing a Planned Hour

Add additional segments by touching either the "hand" icon or the "plus" icon at the bottom menu.



Subsequent segments will be added to the clock face. Select the desired time for each segment, name the segment and touch "OK" to continue to the next segment. The colors for each segment will be automatically assigned by rubato. If you wish you my choose another color. (See: Changing segment colors).
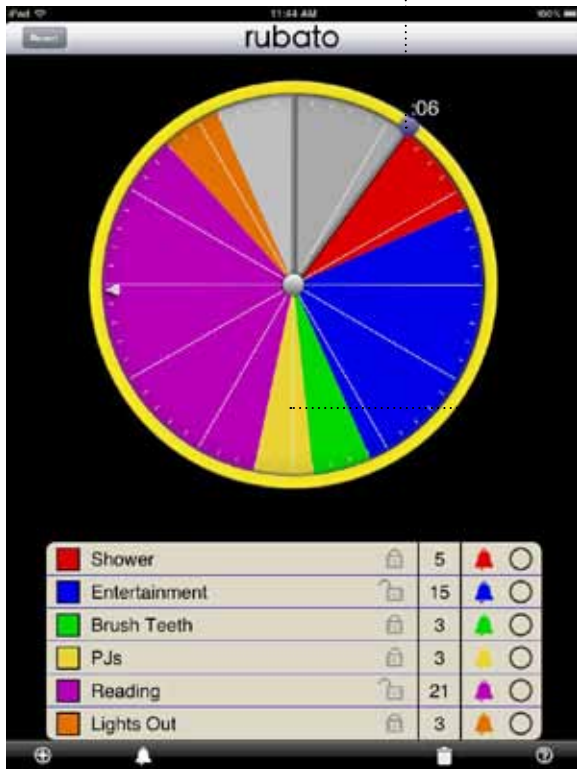
*Rubato "Pro" Hint:*
*If you know that you will have multiple segments create all the segments first. Then return to name them by editing the list view.*

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## Delaying the first segment of a planned hour

You may wish to delay the beginning of a
planned hour.



Touch the uppermost handle to
adjust the time you want to delay the
programmed hour to begin. This action
creates a grey segment that offsets the
other segments.

All the segments will "slide" accordingly
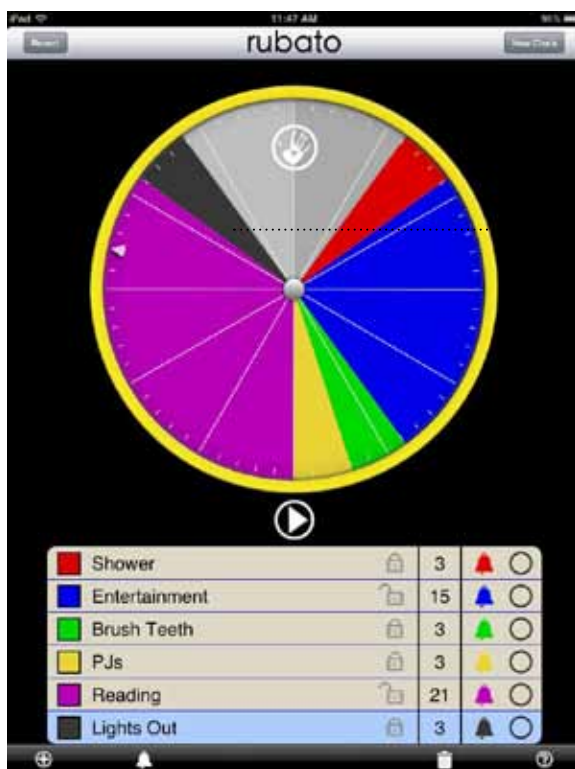while keeping their relationships.

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## Changing segment colors

The color of each segment may be changed
from the pre-set color choice.
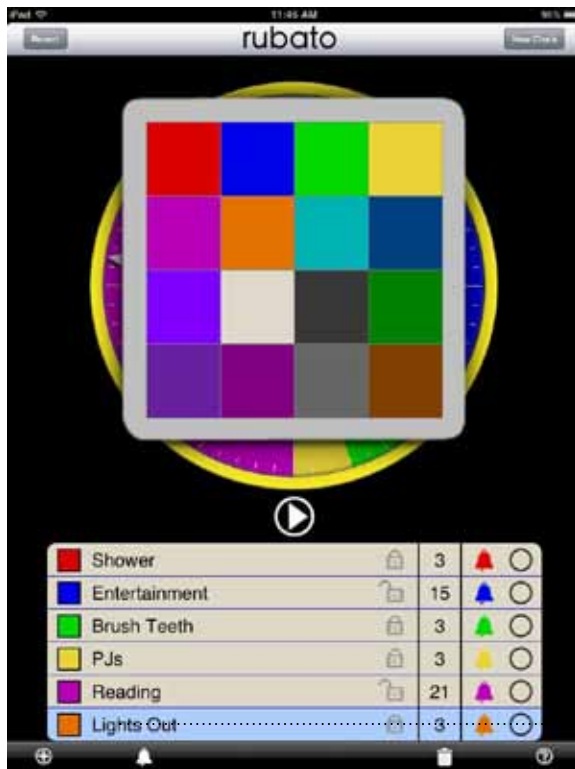


Touch the color square to modify
the color. In this case we will
change orange segment.

Doing so will bring up the color
pallet. Touching the new color on
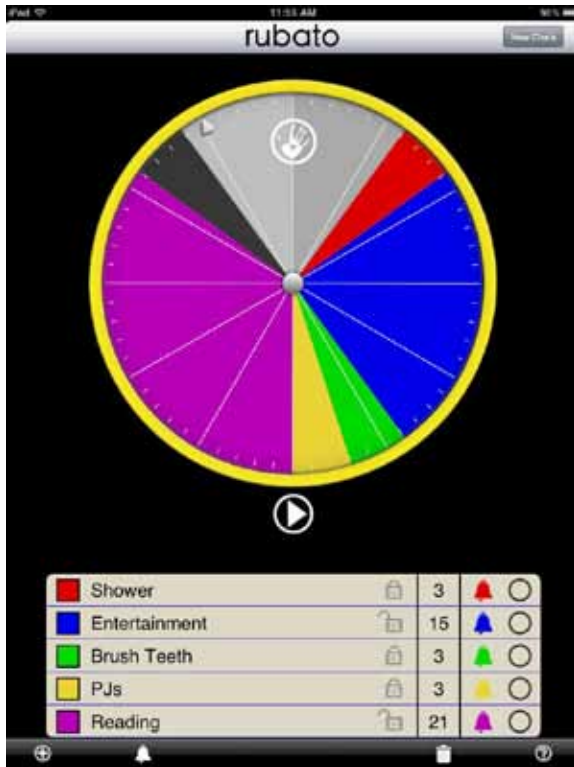the color pallet will change the
color of the segment.



Here you see the new color has been
changed to black for the segment
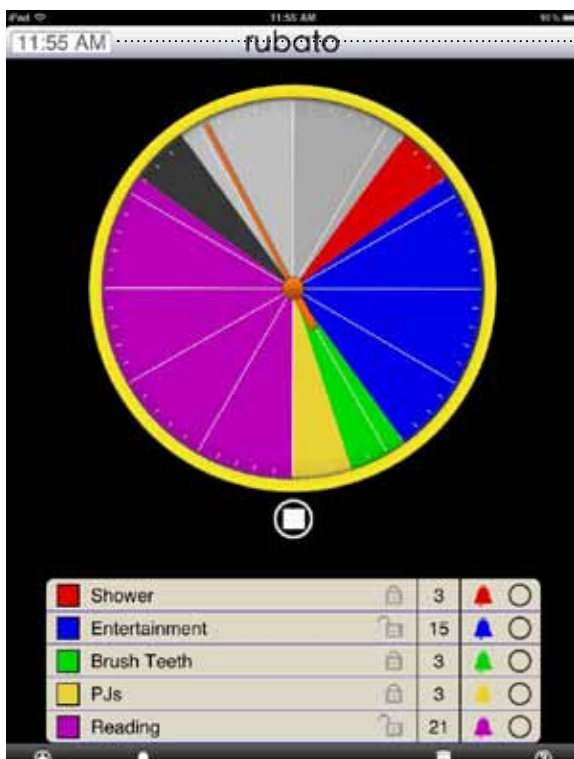named "Lights Out".

# rubato
## Running a programmed hour

The clock hand is always coordinated to the iPad's internal clock. When the clock hand enters the colored segments an alarm will sound and the session will begin.



This is the look of a programmed hour before initiating rubato to begin marking time.

"Start" icon
Touch here to begin using a rubato Programmed Hour.

Digital timer



After touching the "Start" icon; notice that the orange sweep hand appears letting you know that rubato is on the job.
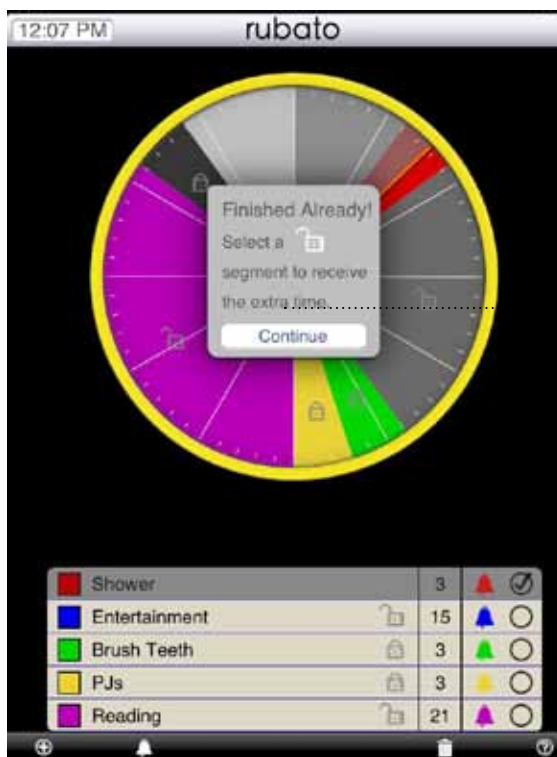
# rubato

## What happens when I complete a task before the time in a segment runs out?

Once the activity has been completed, touch the appropriate circle on the right side of the segment bar thus inserting a check mark. If a segment finishes earlier than intended, a menu pops up asking to adjust the time.
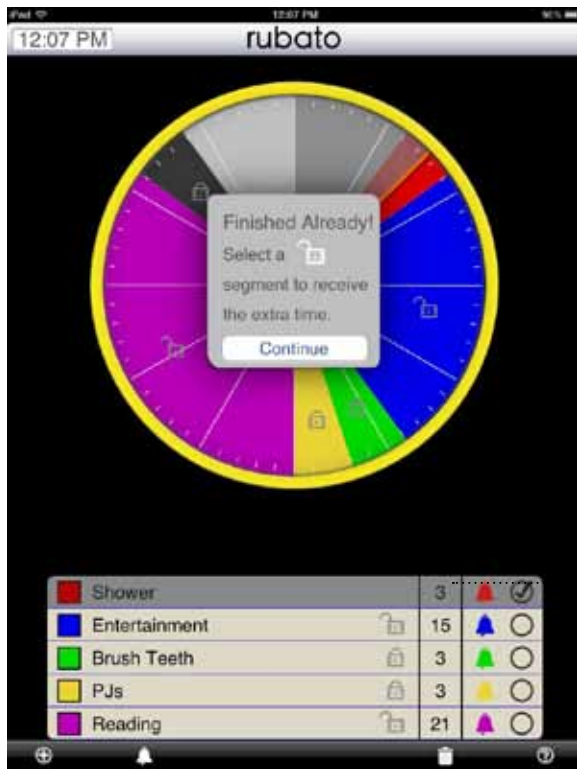


Touch here if you finish a task ahead of time.



The pop-up menu allows one to select one or more unlocked segments to which the extra time will be distributed. In this case we have selected Entertainment which turns grey to indicate your choice.
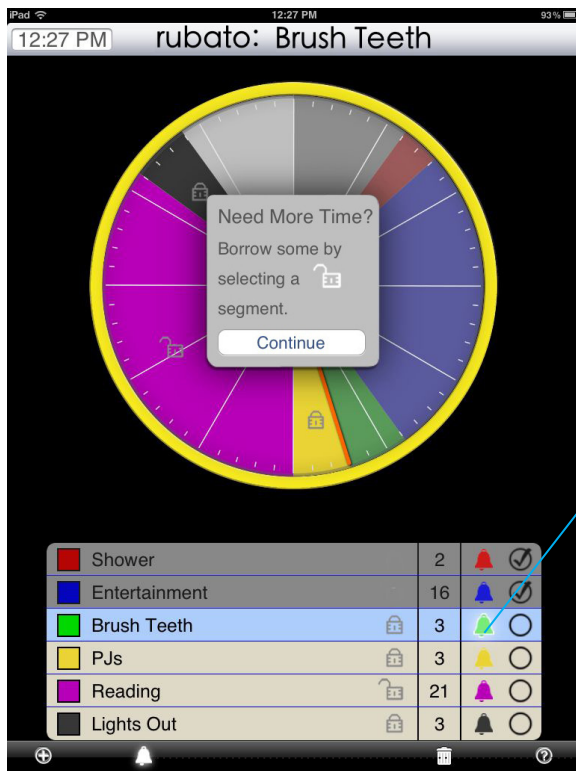
This action cause the excess time from the current segment to be placed into the selected unlocked segment.

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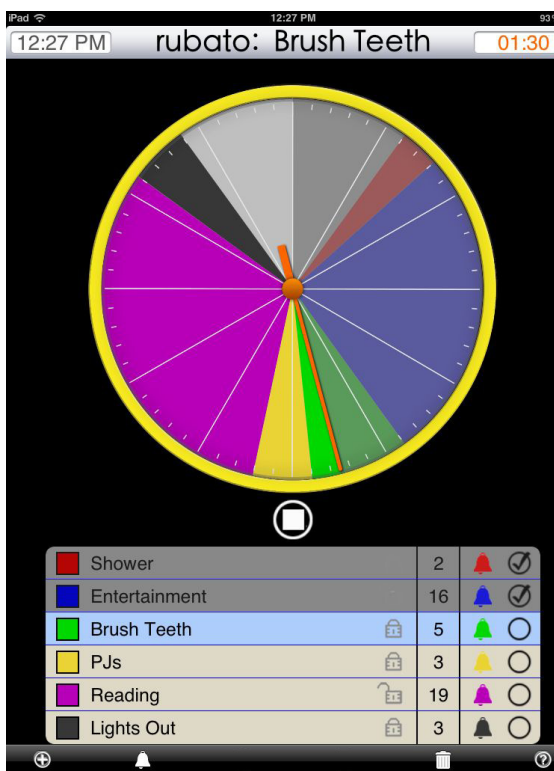## What happens if the time in a segment runs out before I am through with the task?

An alarm sounds and the alarm icon "flashes" to indicate that the segment has lapsed. Simultaneously the a banner appears within the clock face.



*A note about alerts when using iOS7 and later: When running in the background, rubato will send alerts to your current app in the form of banners or badges when segments lapse. Be sure to check your preferences in the Notification Center.*

*"Ringggg!"*

Touch the "Bell" icon to silence the alarm.



To borrow time, touch the desired unlocked segment. This reduces the time in that particular segment — giving the time to the over-run segment.
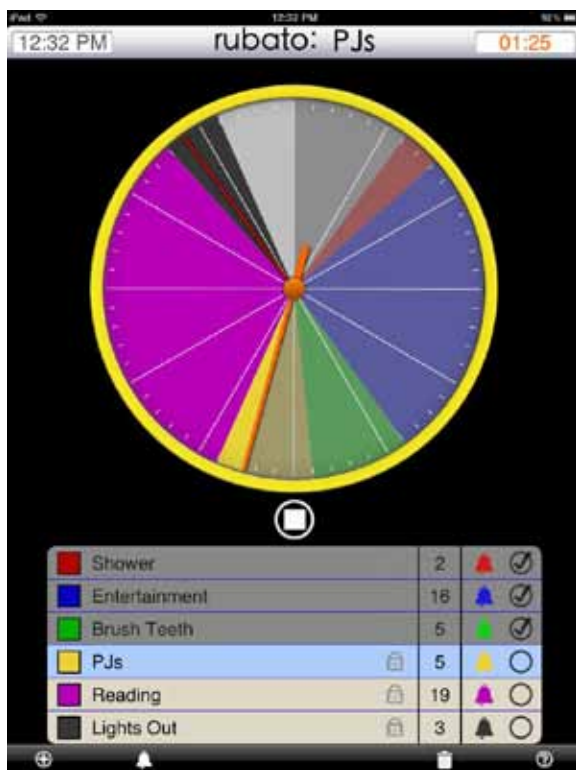
# rubato
## What happens if there are no unlocked segments to which time may be added?

To accommodate having no unlocked segments on the clock face; continue by touching the "Continue" to resume the programmed hour.



Touch to Continue the programmed hour if there are no unlocked segments.



The entire graph will rotate clockwise to acquire more time.

The segment that was over run gains more time based on the amount of the over run. A red line appears to mark the former forward edge of the combined segments—this red line creates visual feedback indicating how much additional time was added.
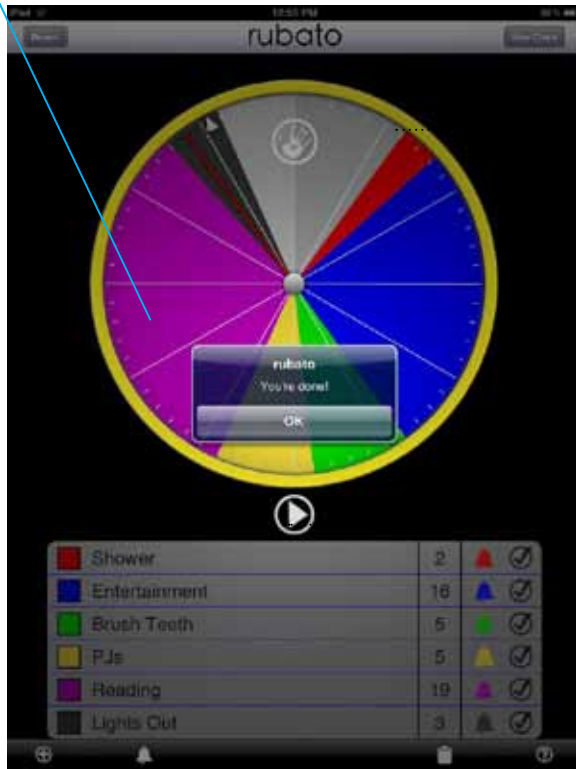
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## What happens when rubato finishes running a programmed hour?

When the sessions ends there is a audible alarm sounds.
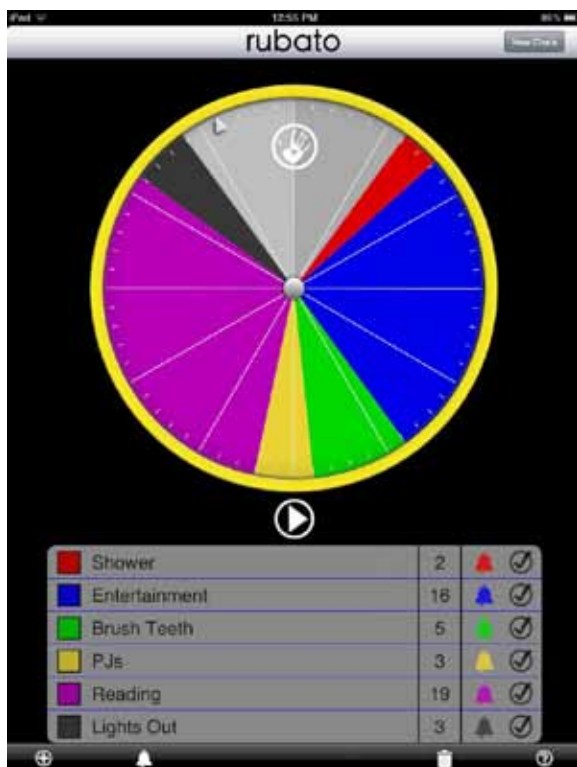
*"Alarm Sounds"*



Touch "New Clock" to create a new programmed hour

or

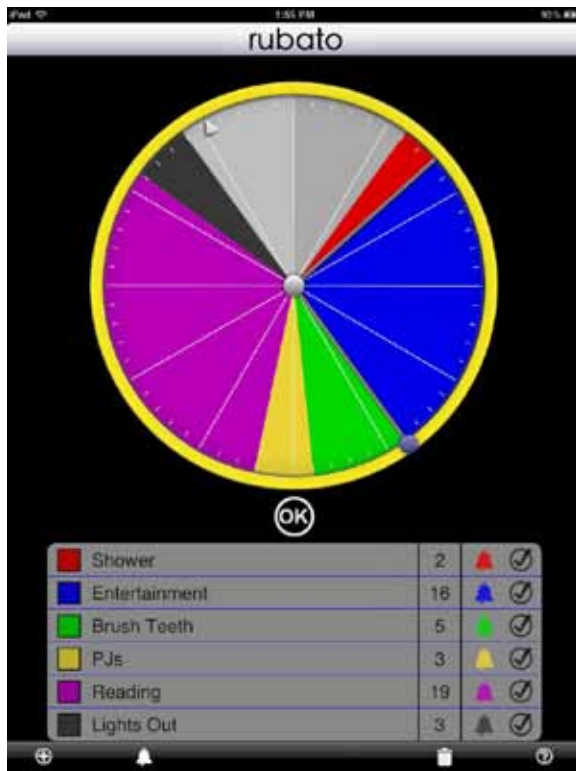touch "Revert" to return to the previous programmed hour.



This is how the clock face will appear after touching "Revert".

Return to TOC

# rubato
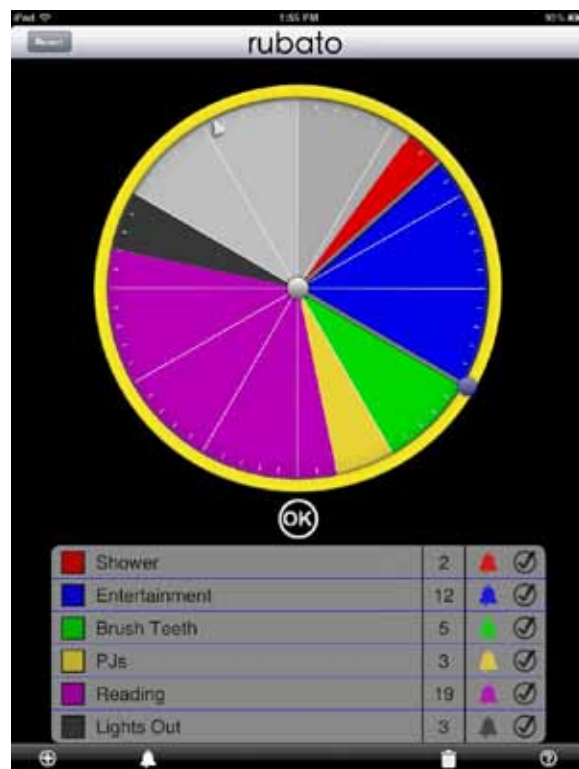## How to edit a segment of a programmed hour

When double-tapped, the segment is selected and the adjustment handles will appear in order to change the time of the segment.



Double-tap to select segment to be edited. In this case we will modify the blue segment.

Use these handles to adjust the time for each segment.

Touch "OK" when finished.



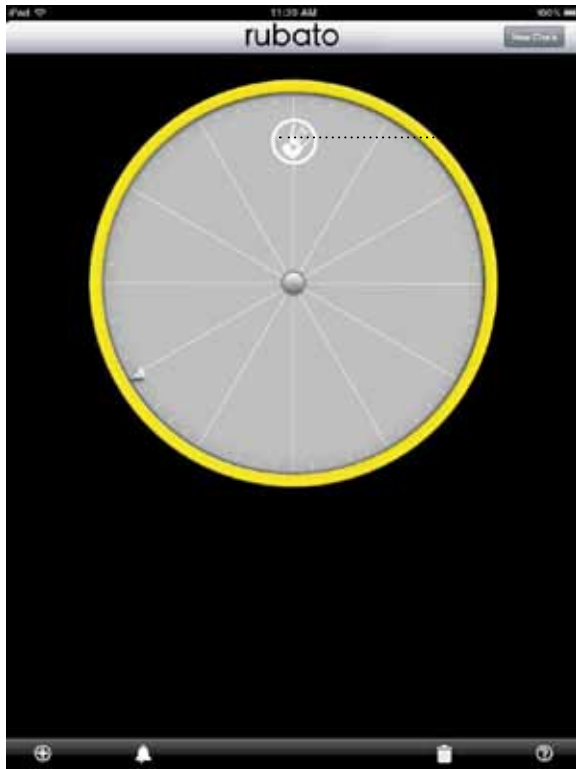The segment "Entertainment" has been reduced to 12 minutes from 15 minutes.

All the following segments will rotate around the clock face accordingly.

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## Creating a new clock face

By touching the "New Clock" button you can erase an existing clock face and create a new one to meet your new criteria



Touch here to begin...
*Again!*

# The future of rubato
## More features to come with the rubato**+** app.

The future feature rich version of rubato**+** will allow you to manage your whole day, class roster or business team.



**The awesome added features of rubato+**

- Create multiple hour-long scenarios

- Organize programmed hours into pre-set groups for easy management and repeated use

- Link consecutively programmed hours to create multiple-hour scenarios

- Customized clock face features:
    - Change the backgrounds to differentiate between scenarios
    - Change the bezel color