

rubato

User's Manual



rubato

A full printable
PDF version of
this manual
is available by
clicking [here](#).

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

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,

Todd and Gene

For support: info@apps2achieve.com



from apps2achieve.com

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The amazing features of rubato

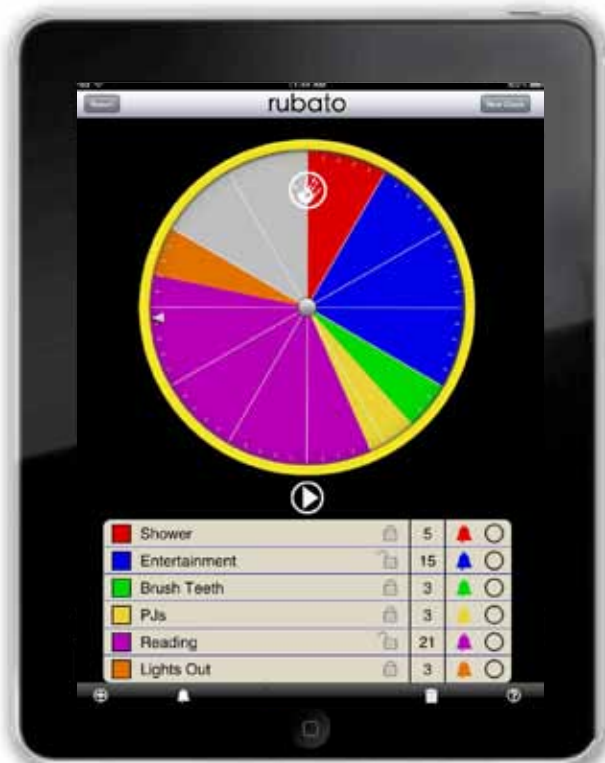
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Introduction



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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.

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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 prioritizing a number of tasks to develop a schedule, tracking 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 before 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

by Todd Kellogg LMFT, BCBA

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.

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.

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.



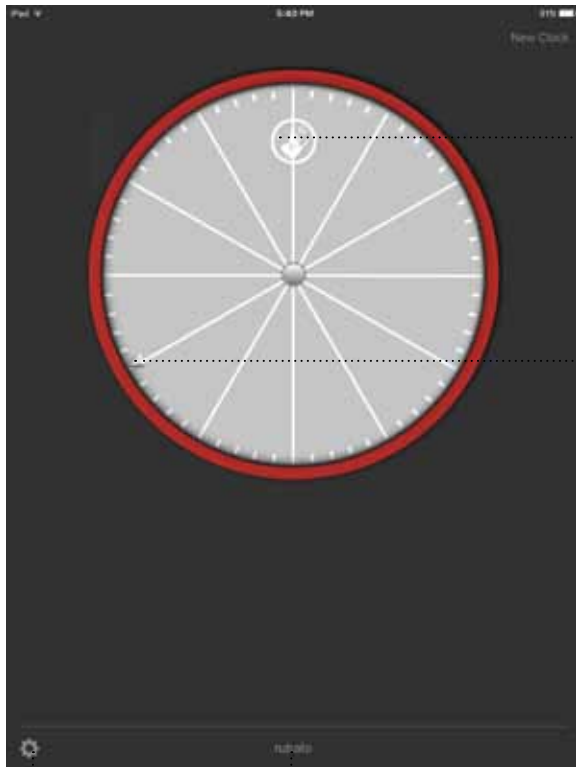
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Just like Robin Hood, rubato allows one to “steal” from one segment of your schedule and give to another.

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The Opening Screen

To add a time segment, touch the “Hand” 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.

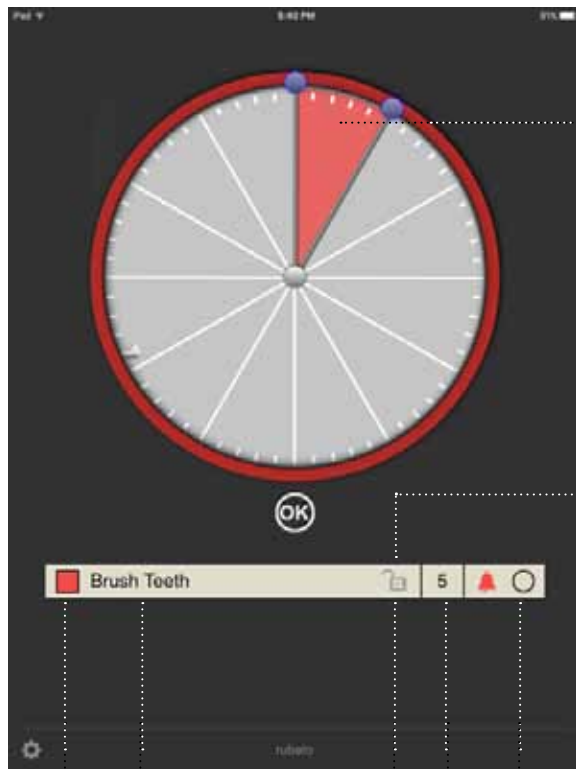
Settings

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Creating a segment

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



Use these handle to adjust the time up or down for each segment.

Note: You may only borrow time from an unlocked segment. Locked segments represent "required" activities and are therefore nonnegotiable.

Touch to re-select a color

Touch here to name the segment

Touch to toggle lock/unlock segment
Segment Time

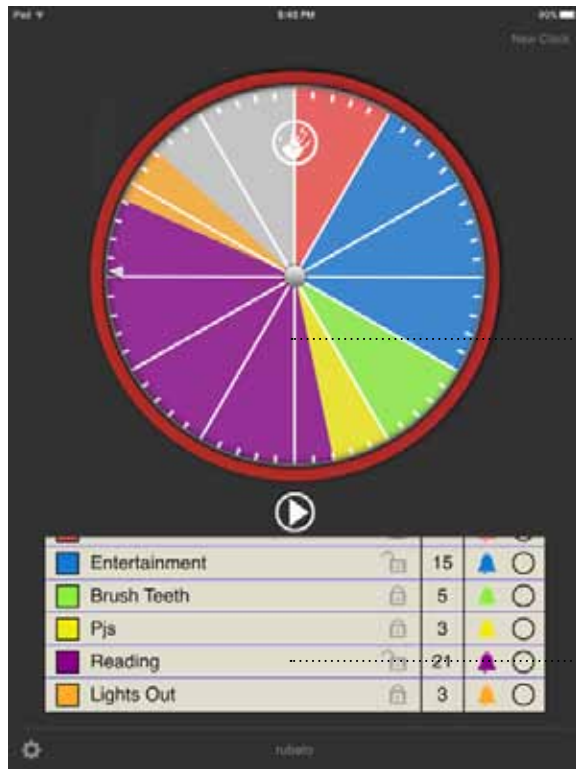
Touch here when a task is completed

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Completing a planned Hour

Add additional segments by touching the “Hand” icon.



Each time you touch the “Hand” icon 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 may choose another color see: Changing segment colors.

The list scrolls up and down to view all the segments.

Rubato+ “Pro” Hint:

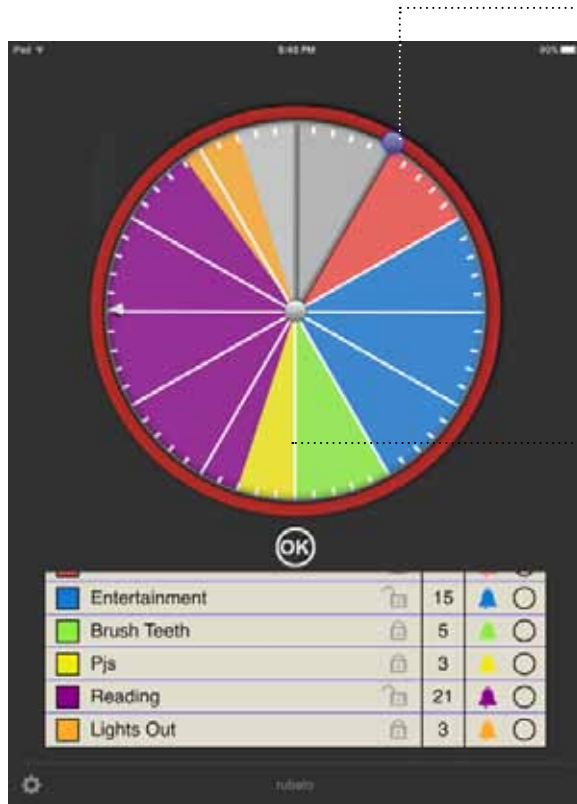
If you know that you need multiple segments, create all the segments first. Then return to name them by editing the list view.

To **Delete** a segment, swipe left in 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 the programmed hour to begin. This action creates a grey segment that offsets the other segments.

All the segments will “slide” accordingly while maintaining their relative relationships.

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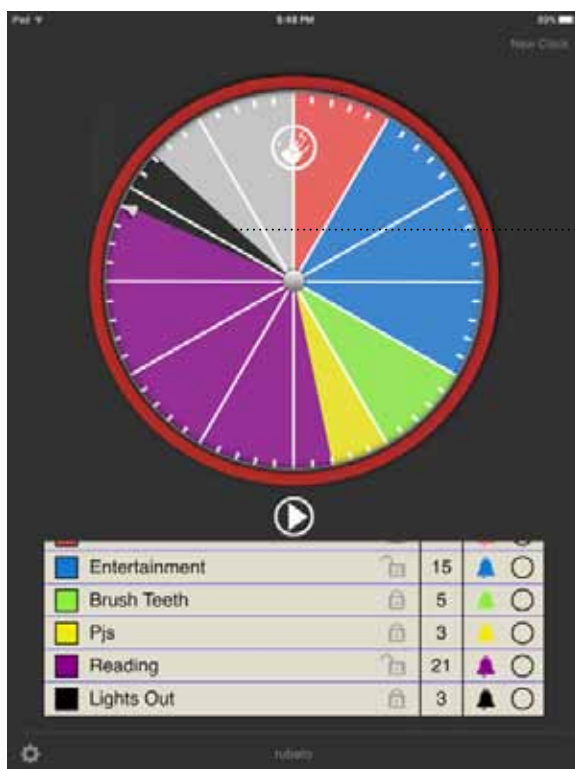
Changing segment colors

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



Touch the color square to the left of the segment to modify its color. (In this example, we are changing orange segment.

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

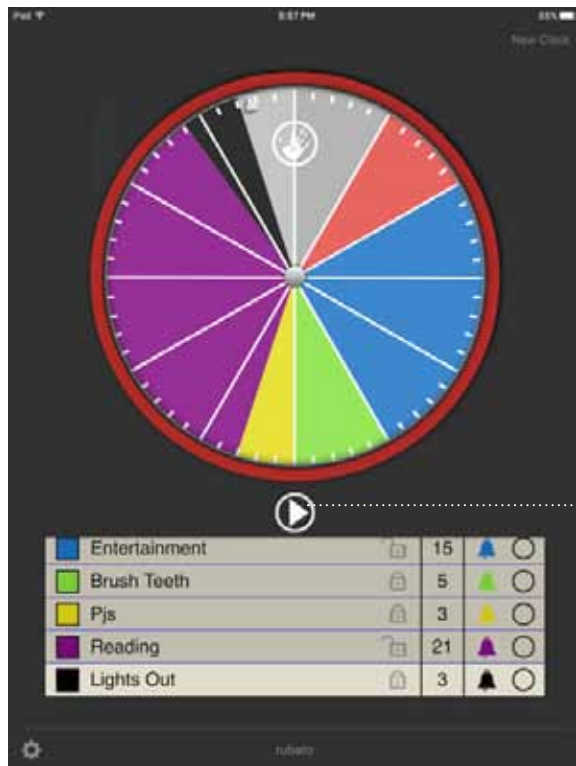


Here you see the color has been changed to black from orange for the segment named "Lights Out."

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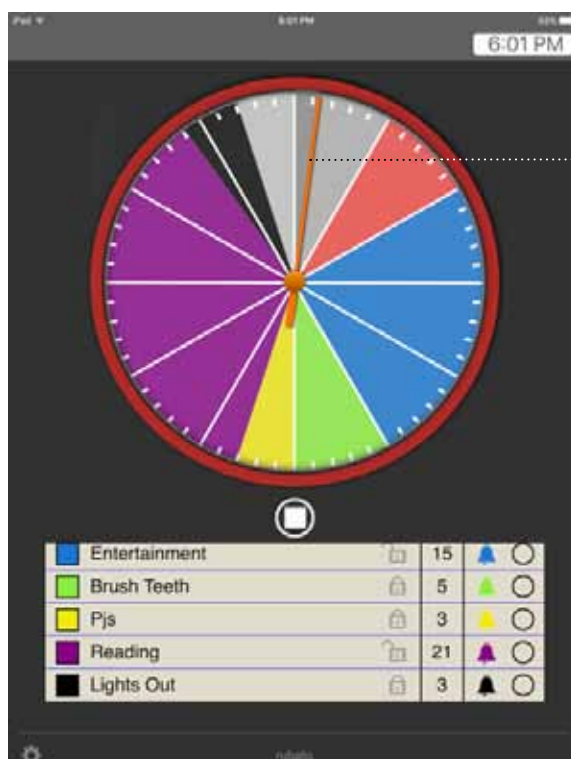
Running a programmed hour

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*.



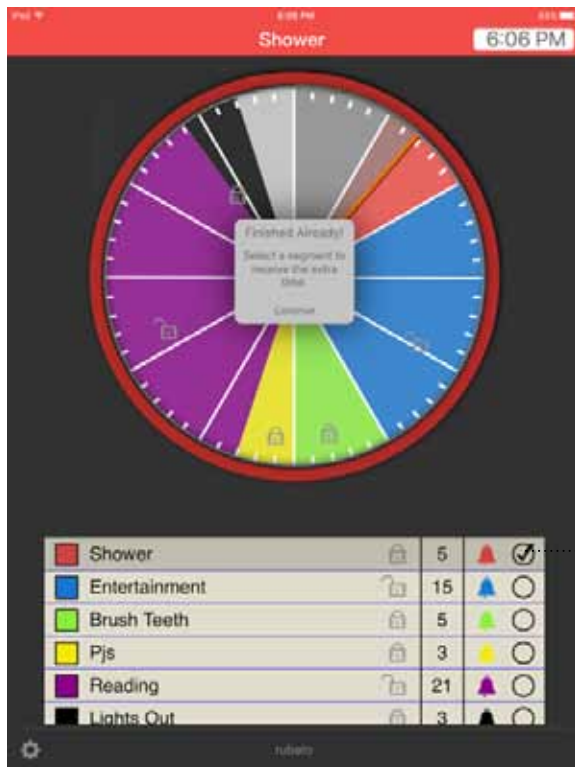
After touching the "Start" icon, notice that the orange sweep hand appears letting you know that rubato+ has begun running the hour.

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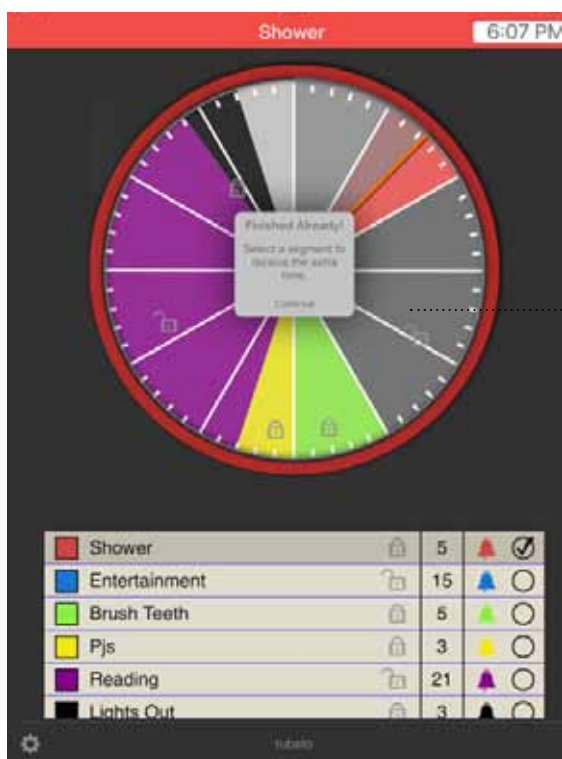
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What happens when I complete a task before the time in a segment runs out?

Once the activity has been completed, place a check mark next to that segment by touching the circle to its right. 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. A check mark will appear to indicate the activity has been completed.



A pop-up menu will appear. Select one or more segments to which the extra time will be distributed. [In this case we have selected "Entertainment", which turns grey to indicate your choice.]

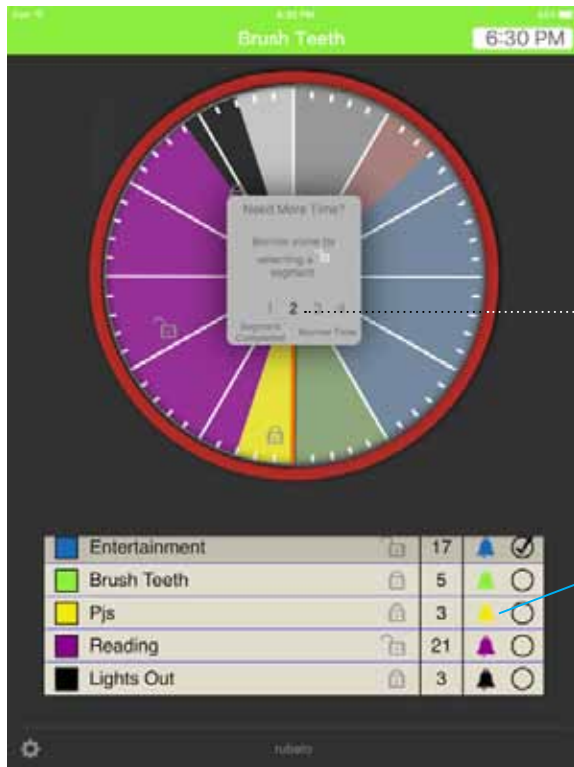
This action cause the extra time from the current segment to added into the selected segment.

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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 time for that segment has lapsed. Simultaneously, a banner appears within the clock face to allow you to borrow time from an unlocked segment.

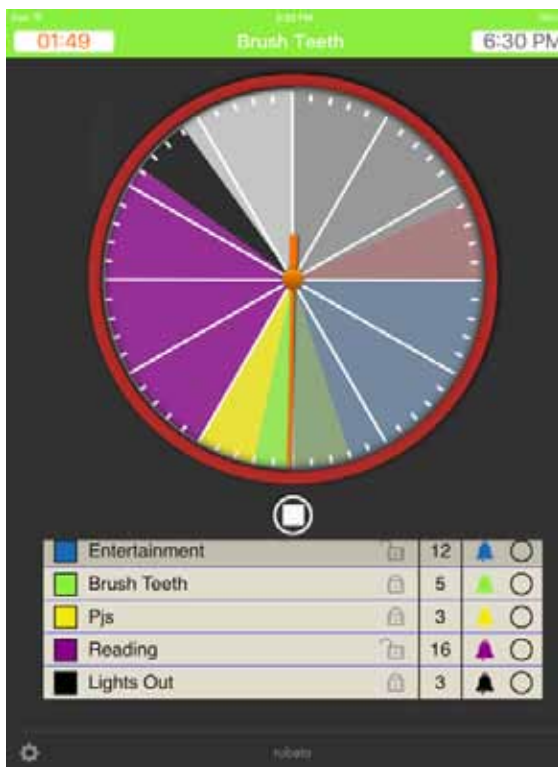


You may select how much time you wish to borrow. (Two minutes is the default borrowing time.) Touch the desired unlocked segment, this reduces the time in that particular segment — giving the time to the over-run segment.

A note about borrowing time: You may only borrow time from an unlocked segment.

“Ringggg!”

A note about alerts: When running in the background, rubato can send alerts to your current app in the form of banners or badges. Be sure to set your preferences for alerts in the Notification Center.



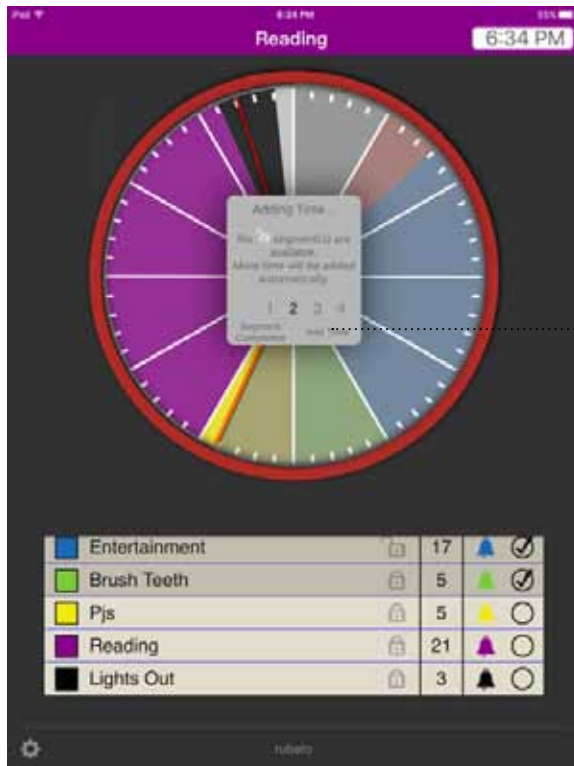
In this screen shot, we see that “Brush Teeth” has an extra two minutes and “Reading” has been reduced.

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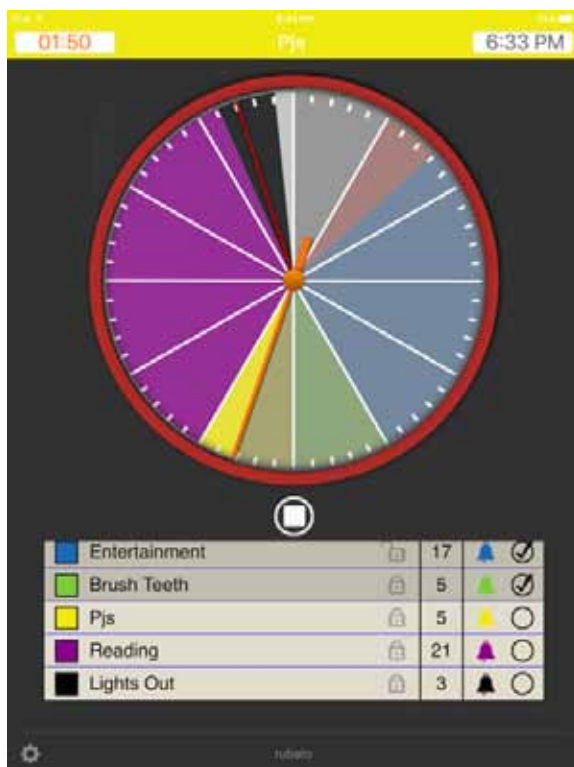
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What happens if there are no unlocked segments to which time may be added?

To accommodate having no unlocked segments in your programmed hour continue by touching the “Continue” button to resume the programmed hour.



A scroll will pop-up offering the option to “Add time” to your programmed hour. Touch “Add Time” if there are no unlocked segments.



The entire graph will rotate clockwise to add more time.

The segment that was overrun gains more time based on the amount of the overrun. A red line appears to mark the former forward edge of the combined segments—providing visual feedback for how much additional time was added.

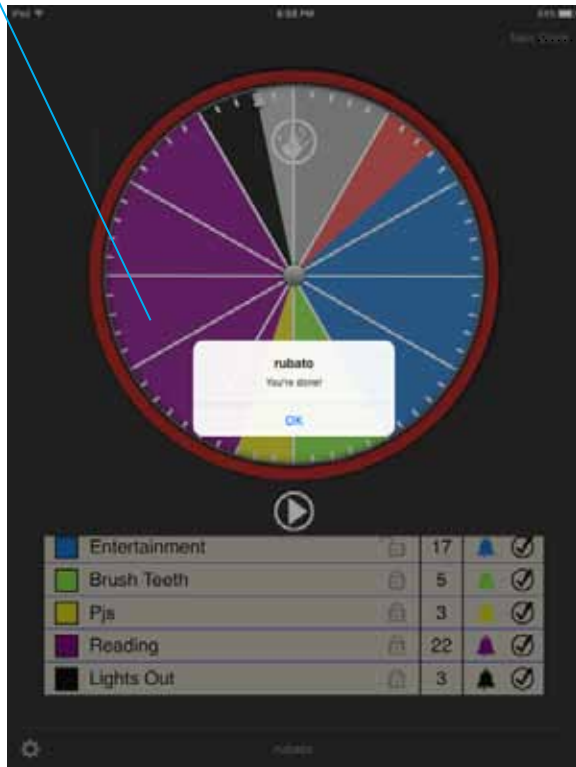
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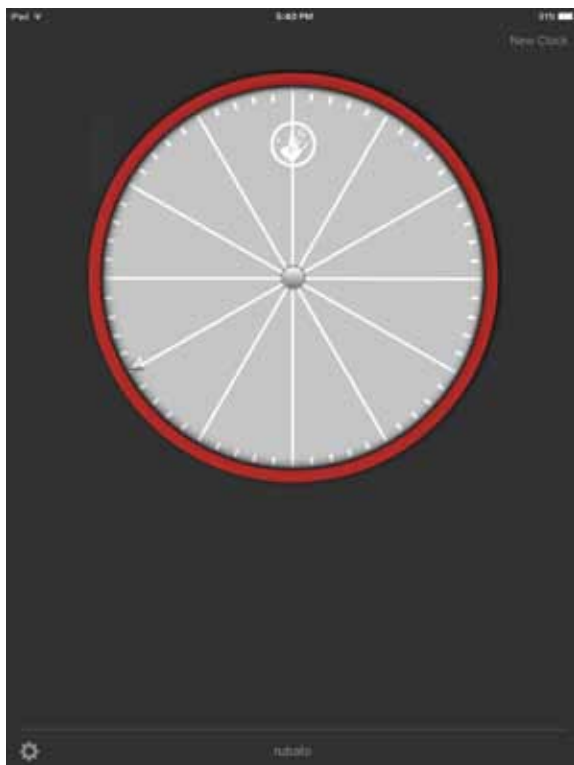
What happens when rubato finishes running a programmed hour?

When the sessions ends an audible alarm sounds.

"Alarm Sounds"



Touch "New Clock" to create a new programmed hour.



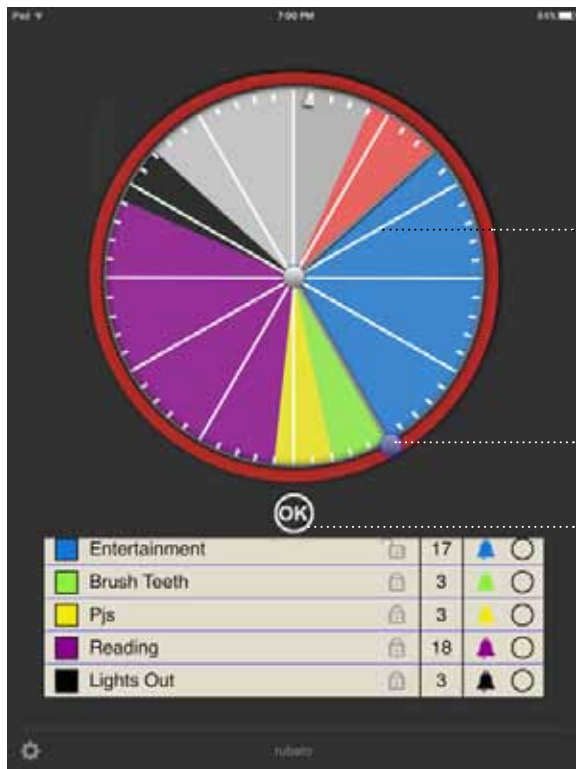
This screen indicates that rubato is now ready to create another programmed hour.

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How to edit a segment of a programmed hour

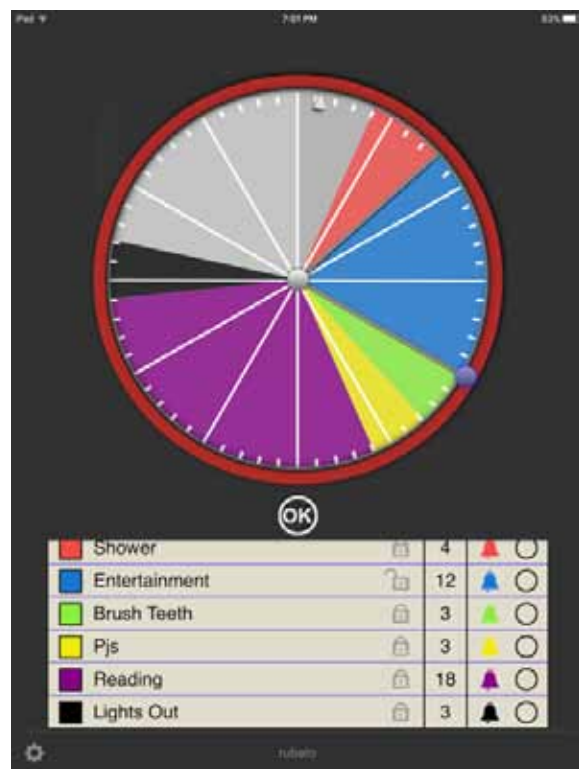
When double-tapped, that segment on the clock face is selected and the adjustment handles will appear in order to change the time of the segment.



Double-tap to select the 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 15 minute segment "Entertainment" has been reduced to 12 minutes.

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

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The fantastic features of rubato+

Added features that come with the rubato+ app.

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



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The awesome added features of rubato+

- Create multiple hour-long scenarios will allow you to :
Create scenarios for every hour of your day.

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

Now you can save and organize groups of scenarios into folders and categorize them as you wish: by days, by classes, or even by an individual names!

- Link consecutively programmed hours to create multiple-hour scenarios:
This is big! You will be able to create scenarios that cover 2 or more hours. Your day does not start and stop on the hour. Neither does rubato+.

- Customized your clock face:
With rubato+ you can change the bezel color to differentiate between scenarios.

