User Manual

Table of contents

About Todoist

Todoist is a task management and productivity tool designed to help individuals and teams stay organized, manage projects, and effectively track their tasks.

- **Task management**
  Todoist allows you to create, organize, and prioritize tasks in a simple and intuitive manner. With the ability to set recurring tasks, labels, reminders, and deadlines, you can ensure that nothing falls through the cracks.

- **Project management**
  Todoist enables you to group related tasks into projects. This provides a clear overview of the progress and status of each project. You can also break down projects into sub-projects, allowing for granular control and efficient management.

- **Collaboration and teamwork**
  Todoist offers robust collaboration features, allowing you to share projects with teammates and assign tasks to individuals. Team members can comment on tasks, share files, and engage in discussions.

- **Integrations**
  Todoist integrates with a wide range of popular tools and platforms, such as Google Calendar, Slack, Dropbox, and more. This allows for a seamless workflow across different applications and centralizes task management in one place.

- **Productivity tracking**
  Todoist provides metrics and visualizations to help you track your productivity. You can view your completed tasks, analyze trends, and gain valuable insights into your work habits.

- **Cross-platform accessibility**
  Todoist is available across multiple platforms, including web browsers, desktop applications (Windows, Mac, and Linux), and mobile devices (iOS and Android). This ensures that you can access and manage your tasks from anywhere, at any time.

- **Intuitive design and user experience**
  Todoist boasts a clean and intuitive design that makes it easy to navigate and use. Its interface allows you to quickly get started with task management and project organization.

Todoist offers both a free version and a premium subscription, providing additional features such as task reminders, productivity reports, and task comments. Whether you're an individual seeking personal task management or a team collaborating on complex projects, Todoist provides the tools and capabilities to enhance productivity and help you stay on top of your tasks.

Getting started

Install the application

Keep Todoist handy on all your devices to access and manage your tasks.

To install Todoist, follow these steps:

1. Visit the Todoist download page at todoist.com/downloads.

2. Choose the platform or device and follow the installation link:

   o Desktop
     ▪ Windows
     ▪ Mac
     ▪ Linux
       • Linux Snap Store
       • Linux AppImage

   o Mobile
     ▪ Android
     ▪ iPhone & iPad

   o Browser
     ▪ Chrome extension
     ▪ Firefox extension
     ▪ Microsoft Edge
     ▪ Safari

   o Wearable
     ▪ Apple Watch
     ▪ Wear OS

   o Email
     ▪ Gmail add-on
     ▪ Gmail extension

Alternatively, you can use Todoist's web version.

To use the web app, follow these steps:

1. Visit the Todoist website at todoist.com.

2. Choose one of the following:

   o Click **Start for free** if you don't have an account.

   o Click **Log in** if you already have an account.

Once logged in, you can access Todoist directly from your web browser without the need for additional installation.

Create an account

To manage your tasks and projects, you need to create an account.

To create a Todoist account, follow these steps:

Web version

1. Visit the Todoist homepage at <u>todoist.com</u>.
2. Click **Start for free** in the upper-right corner.
3. Choose one of the following sign up methods:
    - Google
    - Facebook
    - Apple
    - Email
4. Follow the prompts to create an account.

Mobile applications

1. Open the Todoist app.
2. Choose one of the following sign-up methods:
    - Google
    - Facebook
    - Apple
    - Email
3. Follow the prompts to create an account.

Managing tasks

Create a task

To organize your workload effectively, start with creating a single task.
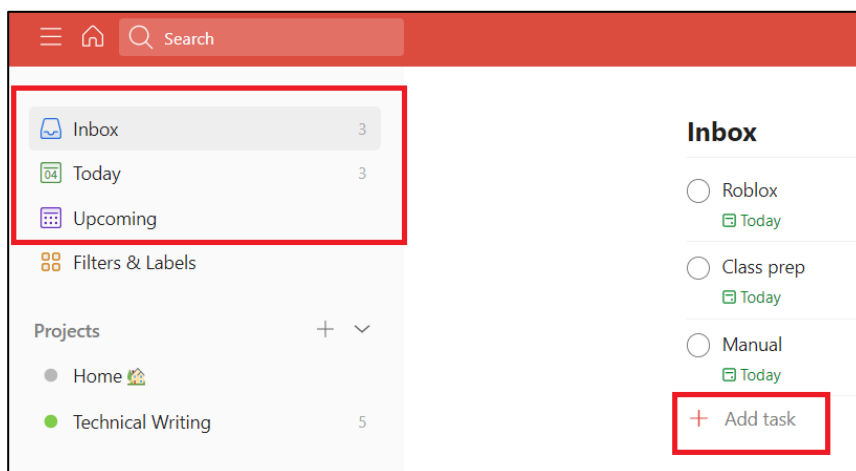
To create a task, follow these steps:

Web version

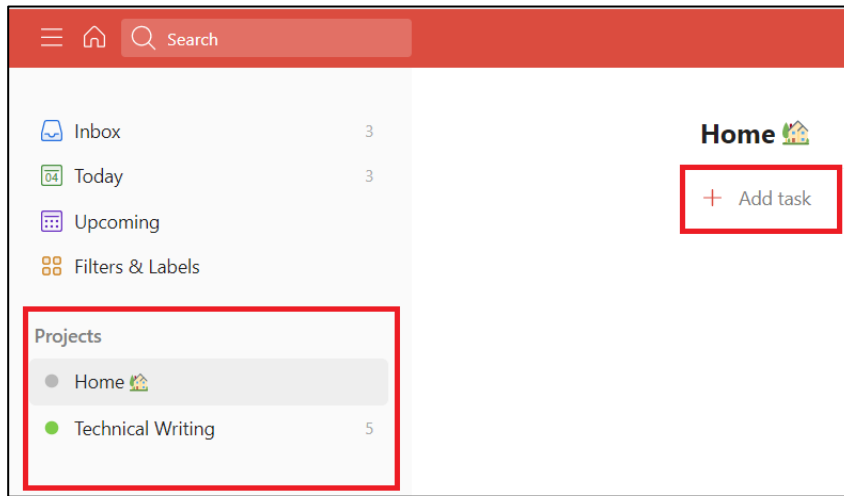1. Click + **Add task** in one of the following places:

   - On the dashboard toolbar.
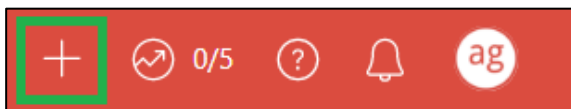
   - In the **Inbox** to add an unsorted task**.**
   - In the **Today** view to add a task that is due today.
   - In the **Upcoming** view to schedule a task for a particular date.
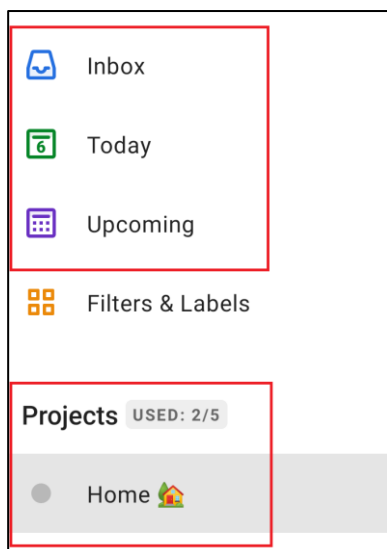
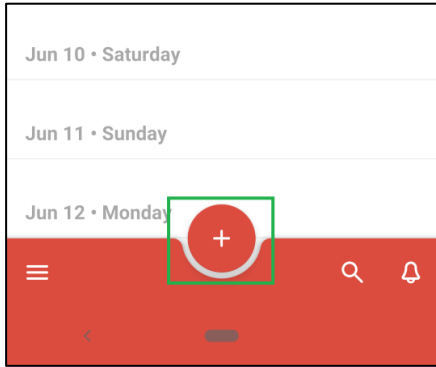- In the **Project** view to add a task to a particular project.

2. In the **Add task** dialog, enter the task's name and add details if necessary.

3. Click **Add task**.

Mobile applications

1. Tap ☰ **Menu.**

2. Select where you wish to add the task to:
     - **Inbox**
     - **Today**
     - **Upcoming**
     - **Projects**

3. Tap + **Add task**.

4. In the **Add task** dialog, enter the task's name and add details if necessary.

5. Tap **Submit.**

Set a due date

Never miss an important deadline with the Todoist due date feature.

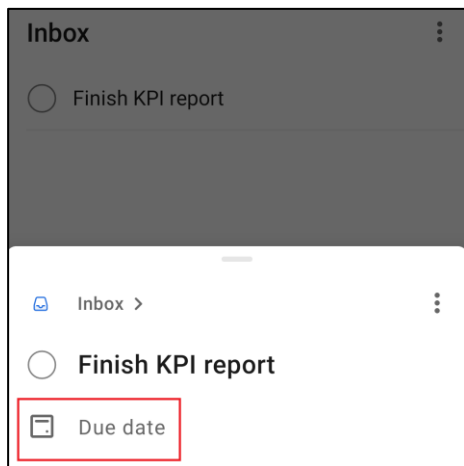To set a due date for a task in Todoist, follow these steps:

Web version

1. Hover over the task.

2. Click ⬚ **Set due date**.
3. Select or enter the desired due date.
4. Optionally, click + **Add time** to set a specific time.

Mobile applications

1. Tap the task.
2. Tap ⬚**Due date**.

3. Select or enter the desired due date.
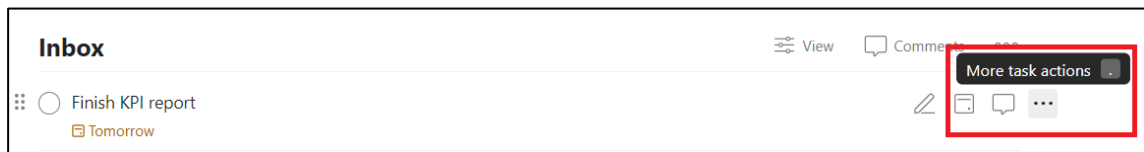4. Optionally, tap + **Add time** to set a specific time.

Set priorities

To focus on what matters, assign priority levels to your tasks. The priority levels in Todoist allow you to visually identify the importance of tasks at a glance.

To set a priority level for a task in Todoist, follow these steps:

Web version

1. Hover over the task.

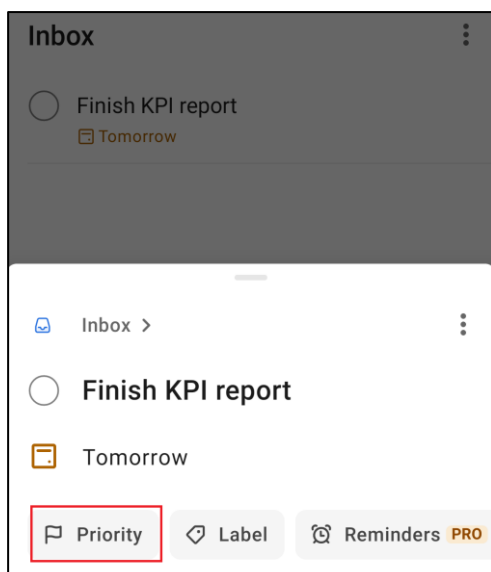2. Click ••• **More task actions**.

3. Select a colored flag to set the desired priority level from 1 (highest) to 4 (lowest).

Mobile applications

1. Tap the task.

2. Tap ⚐ **Priority**.

3.   Select a colored flag to set the desired priority level from 1 (highest) to 4 (lowest).

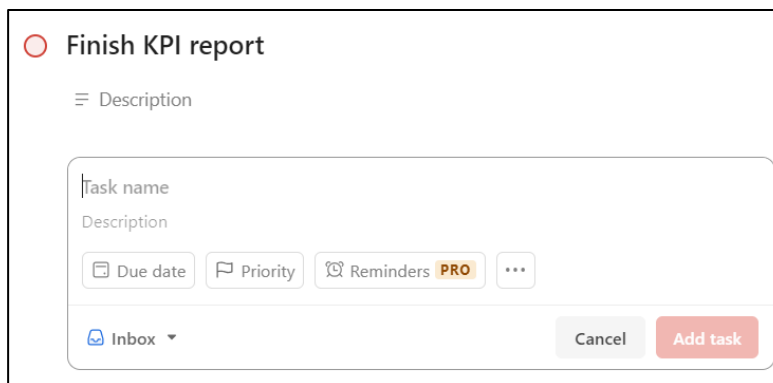The priority level is indicated by the color of the circle next to the task.

◯ Finish KPI report

Create a sub-task

Break down larger tasks into smaller, manageable steps to stay organized and focused on your goals.

To create a sub-task within a task in Todoist, follow these steps:

Web version
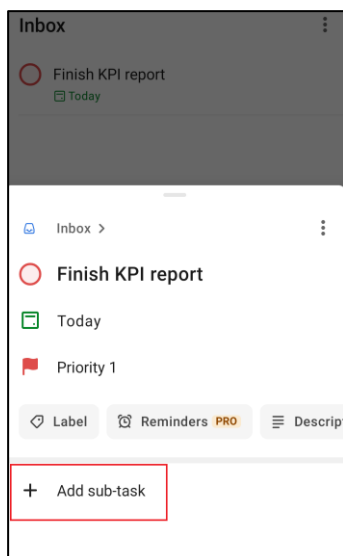
1. Click the task to open the task view.
2. Click + **Add sub-task**.

3. Enter the task name and set other parameters if necessary.
4. Click **Add task**.

Mobile applications

1. Tap the task.
2. Tap + **Add sub-task**.

3. Enter the task name and set other parameters if necessary.

4. Tap **Submit.**

Managing projects

Create a project

Projects help you categorize related tasks and provide a clear overview of your work and responsibilities. Use projects to organize your tasks and keep your to-do lists structured.

To create a project, follow these steps:

Web version

1. In the sidebar menu, hover over **Projects**.
2. Click **+ Add project.**
3. In the **Add project** dialog, enter the project's name.
4. If you wish, specify the following parameters:

Color	Select a color for your project.
Add to favorites	Click the toggle to add the project to **Favorites** displayed in the navigation menu.
View	Select the **List** or **Board** view.

5. Click **Add**.

Mobile applications

1. Tap ☰ **Menu.**
2. Next to **Projects**, tap **+ Add project**.
3. In the **Add project** dialog, enter the project's name.
4. If you wish, specify the following parameters:

Color	Select a color for your project.
Parent	To turn your project into a sub-project, tap and select the necessary project.
Favorite	Tap the toggle to add the project to **Favorites** displayed in the navigation menu.
View	Select the **List** or **Board** view.

5. Tap ✓ **Submit**.

Add a task to a project

Adding tasks to projects enables you to organize your work and personal responsibilities effectively.

To add a task to a project, follow these steps:

Web version

1. In the sidebar menu, click the necessary project.
2. Click + **Add task.**
3. In the **Add task** dialog, enter the task's name and add details if necessary.
4. Click **Add task**.

Mobile applications

1. Tap ≡ **Navigation menu.**
2. Tap the necessary project.
3. Tap + **Add task**.
4. In the **Add task** dialog, enter the task's name and add details if necessary.
5. Tap ▶ **Submit.**

The task is added to the project.

FAQs

How much does Todoist cost?
Todoist offers both free and premium plans. The free plan includes basic features, while the premium plan provides additional functionalities such as task reminders, labels, filters, and more. The premium plan is available as a monthly or yearly subscription, with pricing details available on the Todoist website. https://todoist.com/pricing

Can I use Todoist on multiple devices?
Yes, you can use Todoist on multiple devices. Todoist offers apps for various platforms, including web, desktop (Windows, macOS), and mobile (iOS, Android). Your tasks and data are synchronized across all your devices, allowing you to access and manage them from anywhere.

Can I collaborate with others on Todoist?
Yes, Todoist allows for collaboration and team-based task management. You can share projects with others, assign tasks to team members, and leave comments on tasks to facilitate communication and collaboration

Does Todoist have integration with other apps?
Yes, Todoist offers integrations with popular apps and services such as Google Calendar, Gmail, Slack, Trello, and more. These integrations allow you to streamline your workflow and connect Todoist with your favorite tools.

Can I set reminders and due dates in Todoist?
Yes, Todoist allows you to set reminders and due dates for your tasks. You can specify a date and time for each task, and Todoist will send you notifications and reminders to help you stay on track.

Is Todoist available offline?
Yes, Todoist offers offline functionality. You can access and modify your tasks even when you don't have an internet connection. Any changes you make while offline will sync to the cloud once you regain internet access.

Can I organize tasks into projects and subprojects?
Yes, Todoist allows you to organize your tasks into projects. You can create projects for different areas of your life or work and group related tasks together. Additionally, you can create subprojects within projects to further organize your tasks hierarchically.

Index