**Intro**

Welcome and thank you for choosing Toodledo. In this video we will learn how to use context, goals, locations and folders to organize your to-do list.

**Folders**

First I’m going to show you about folders. Here you’ll finder the folder view [click on Folder on the left side of the page]. I don’t have any folders yet, so I’m going to quickly add a few by typing here. [Add folders (“Home”, “Work”) while saying the next line:] Folders are a useful way to organize your tasks into different project areas.

You can manage your folders by selecting “folders” from the “Organize” menu. Here you can add, edit, delete, reorder or archive folders. You can create folders for certain areas of activity, like “work” or “home” or you can get more specific like this [Add “Work Project X” and “Home Repair”. Then edit “Home” to “Home Chores” and “Work” to “Work Project Y”. Be sure to press save.]. [While pointing with the cursor, say:] Archiving is for folders that you no longer need and privacy is for collaboration, which we will cover in a future video.

Now that I have my folders set up, I’m going to go back and assign my tasks to these folders. You can add a folder to folderless tasks like this [Do several] and you can assign a folder when creating a new task as well [demonstrate]. There.

Once you have assigned tasks to folder, you can then drill into individual folders like this. I just thought of another folder that will be helpful to me, so I’m going to quickly add it now [Add “Hobbies”].

**Context**

Next, let’s discuss contexts. Here you will find the context view [click on contexts on the left side of the page]. You can edit and manage your context list the same way that I explained with folders [while saying the previous sentence, add “Computer”, “Phone”, “Email”, “Car”, “Home”]. [Transition to a view of the list with a bunch of tasks already entered into these contexts] Using contexts is a good way to focus on tasks that I can do right now with the resources at hand. For example, if I have my email open, I can quickly find [click on email context] all the tasks pertaining to email, so I can be efficient and do them all at once.

From any list [transition to the hotlist, with tasks entered], I can use the context filter, located in the “Show” toolbar menu [click on it] to quickly hide tasks that I can’t do right now. For example, if I was at home, I could set the filter like this to show me only those tasks that can be done at home.

**Goals**

Here you will find the goal view. Tracking goals will help you stay motivated and focused on achieving these goals. They are created in the same way as folders and contexts, but they have some additional features in the organize section [click on “goals” in the organize menu] that I would like to highlight.

Here you can see that goals can be sorted into Lifelong, long-term or short-term categories. When you complete a task that contributes to one of your goals, Toodledo will keep track of it. You will be able to see the number of tasks that you have completed for each goal, as well as the goal's chain. The chain gets longer for each consecutive day that you do a task that contributes to the goal. If you make progress on a goal each day, you will have a long chain. If you miss a day, that chain will get broken. Try not to break the chain. This is a good way to motivate yourself to work on your goals. You can set it up so that short term goals contribute to higher level goals, so when you complete a task, the chains for both goals will get extended.

**Locations**

Next I will discuss locations [show locations view with map revealed]. Adding locations to your tasks allows you to visually see where your tasks are located on a map [click on a location on the map to update the list]. You can also sort your list by distance [transition to the “all tasks” list inside the location view, and then click on sort and select distance] to find the tasks that are nearby your current location.

When you add a location from the organize section [click on organize>Location], you can set its location and add additional information, such as address, phone number or hours of operation. Im going to open this location and pinpoint the exact spot of the map. Just drag and drop the pin anywhere on the map or you can type in the address and it will map it for you. There.

**Outro**

In the next video…

Toodledo is an extremely powerfull…