Welcome and thank you for choosing Toodledo. In this video you will learn how to use context, goals, locations and folders.

Folders:

First I’m going to show you about folders. Here you’ll finder the folders view. I don’t have any yet, so I am going to manage my list and add some by clicking here. (Add folders while saying…)Folders are a useful way to organize your tasks into project area. You can create folders for certain area, like “work” and “home” and you can get more specific and create some like this. “Work-project 1” “work- project 2” Now that I have my folders set up, I’m going to go back and edit the folders field in my task list. You can add a folder to tasks that are folder-less and when you create a new task, you’ll have a list of folder ready to be assigned. There. I just assigned some of my tasks to folders. I just thought of a folder that will be helpful to me, so I’m going to quickly add it over here.

Context:

Next, let’s discuss context. Here you will find the context view. You can edit and manage your context list the same way I explained with folders. Using context is a good way to focus on tasks that belong to only one context and not worry about other tasks at that particular time. I just added a few contexts and now I’m going to edit the context field in my tasks list. When I view my tasks by context, I can check for “home” tasks when I’m at home. When I’m at work, I can view my “work” tasks and don’t have to worry about viewing other tasks that don’t pertain to work.

Goals:

Here you will also find the goals view. Adding goals will keep you motivated and determined for life achievements. Here is my list of goals and here I’ll specify whether they’re short-term, long-term or life-long goals. Now, when you create tasks, you can set a goal that, that task will contribute to. Goal chains keep track of how many tasks were completed towards each goal, so you can keep track of your progress.

Locations:

Next I will discuss setting locations. Adding locations to your tasks allows you to visually see where your tasks are located on a map. When you add a location, you can also add any additional information, like Address and phone number. Now, I’ll open my map and pinpoint the exact spot of the task. Just drag and drop the pin anywhere on the map or you can type in the location and it will map it for you. There.