Todoist

Log in with google account – convenient for users who have Google account.

Can keep task list in the cloud and access it when user is online or offline.

Collaborate with others – can loop people in user’s projects, assign tasks and collaborate in real time –add task to do with others

Access tasks on Phone, tablet, browser, mail program.

Features

Sub tasks – big tasks into smaller sub-tasks

Sub projects –

Share and collaborate – share projects, delegate tasks and discuss details – on any device and platform (eg. Android, mac os, chrome, firefox, outlook, thunderbird, gmail, postbox)

Notifications – via emails or push notifications

Powerful recurring dates – write notes for due days (everyday weekday.)

Real-time data synchronization – can sync any device and platform

Multiple priorities – different colored

Visualize user’s productivity – track productivity and visualize productivity trends over time (with email)

Reminders (premium users) – via email, push notification, sms, location-based alerts

Notes (premium users) – many details using task notes (pdfs, spreadsheets or photos)

Labels and filters (premium) – put tasks into contexts via labels, create custom filters that fit user’s workflow.

Add new task with calendar or typing shortcut

Eg: today @3pm for date & time,

(every weekends or ev mon, fri), every 3 months starting 1 april

* every day
* every mon, fri at 20:00
* ev day at 1pm
* ev 7th
* ev 7 may
* ev 3 days starting next monday
* every day at 14:30 starting 1 Jan
* every 13 may
* ev weekday
* every last day
* every 2nd monday

10 mean current month with date 10

10/5 10 may

10/5/2014 at 2pm

+5 – 5 days from now

format 10 5 2014 or 10-5-2014 or 10-5.2014

Drag & drop, can plan

Select complete

Email function

Schedule

Search task

Different language click setting and change

<https://mac.todoist.com/Help/KeyboardShortcuts>

Shit+cmd+T - lauch form minimize

Shift+cmd+A – add new task

Add – q

Cmd+W – close window