

TASKFLOW AI - COMPLETE USER GUIDE

Welcome to TaskFlow AI! This guide will help you master every feature of the application and achieve your goals with AI-powered assistance.

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1. GETTING STARTED

SYSTEM REQUIREMENTS:

- Modern web browser (Chrome, Firefox, Safari, Edge)
- Internet connection
- Email address (for signup)

ACCESSING TASKFLOW:

- Visit your deployed TaskFlow URL
- You'll see the landing page with "Get Started" button
- Click to proceed to signup/login

2. AUTHENTICATION & ACCOUNT

CREATING AN ACCOUNT:

1. Click "Get Started" or "Sign Up"
2. Enter your email address
3. Create a strong password (minimum 6 characters)
4. Click "Sign Up"
5. You'll be automatically logged in

ALTERNATIVE: GOOGLE SIGN-IN:

1. Click "Sign in with Google"
2. Select your Google account
3. Grant permissions
4. You'll be logged in instantly

LOGGING IN:

1. Go to the login page
2. Enter your email and password
3. Click "Sign In"
4. Or use "Sign in with Google"

LOGGING OUT:

- Click the logout icon in the sidebar (bottom-left)
 - You'll be redirected to the landing page
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3. DASHBOARD OVERVIEW

SIDE BAR NAVIGATION:

- Dashboard (home icon) - Main overview
- Goals (target icon) - All your goals
- Tasks (checkbox icon) - All your tasks
- Analytics (chart icon) - Statistics & insights
- Productivity (trending icon) - Weekly reports
- Reflections (book icon) - Weekly reflections
- Logout (log out icon) - Sign out

MAIN DASHBOARD FEATURES:

- Welcome message with your name
- AI Motivation Banner (dynamic motivational messages)
- Quick stats: Active Goals, Completed Tasks, Total Goals
- "Create Goal" button
- List of active goals with progress bars

- AI Insights Panel (personalized recommendations)▷

REAL-TIME UPDATES:

- All data updates automatically without page refresh▷
 - Changes sync instantly across all views▷
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4. GOAL MANAGEMENT

CREATING A GOAL:

1. Click "Create Goal" button (on Dashboard or Goals page)▷
2. Enter goal title (e.g., "Learn Spanish", "Launch My Business")▷
3. Add detailed description of what you want to achieve▷
4. Set a target date (deadline)▷
5. Click "Let AI Break It Down" button▷
6. AI will analyze your goal and create actionable tasks▷
7. Review the AI-generated tasks▷
8. Click "Save Goal" to confirm▷

VIEWING ALL GOALS:

1. Navigate to "Goals" page from sidebar▷
2. See all your goals with:▷
 - Title and description▷
 - Progress percentage▷
 - Task completion (e.g., "3/5 tasks")▷
 - Target date▷
3. Click any goal card to view details▷

VIEWING GOAL DETAILS:

1. Click on a goal card▷
2. You'll see:▷
 - Full goal information▷
 - Progress bar▷
 - All tasks with checkboxes▷
 - Action buttons (Share, Export, Delete)▷
 - AI Coach button▷
 - Focus Mode button▷
 - Visualize button▷

EDITING A GOAL:

- Note: Currently, edit the goal by creating a new one▷
- Or modify tasks individually (see Task Management)▷

DELETING A GOAL:

1. Open the goal details page
 2. Click the "Delete Goal" button (trash icon)
 3. Confirm deletion in the dialog
 4. Goal and all its tasks will be removed instantly
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5. TASK MANAGEMENT

VIEWING ALL TASKS:

1. Navigate to "Tasks" page from sidebar
2. See all tasks across all goals
3. Filter tabs: "All", "Active", "Completed"
4. Each task shows:
 - Title
 - Associated goal name
 - Priority badge (High/Medium/Low)
 - Checkbox to toggle completion

COMPLETING A TASK:

1. Click the checkbox next to any task
2. Task is instantly marked as complete
3. Celebration animation appears (confetti!)
4. Goal progress updates automatically
5. If goal reaches 100%, bigger celebration!

UNCOMPLETING A TASK:

1. Click the checkbox of a completed task
2. Task returns to active status
3. Progress updates accordingly

AI TASK BREAKDOWN (for vague tasks):

1. If a task feels too broad, click "Refine with AI"
2. AI will suggest 3-5 concrete subtasks
3. Review the suggestions
4. Click "Apply Subtasks" to replace the original task
5. New specific tasks are added to your goal

PRIORITY BADGES:

- Each task shows an AI-assigned priority
- High Priority: Red badge - urgent/important
- Medium Priority: Yellow badge - moderately important

- Low Priority: Green badge - can be done later
 - AI calculates priority based on deadline and dependencies
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6. AI-POWERED FEATURES

AI GOAL BREAKDOWN:

- Automatically breaks down goals into 5-8 actionable tasks
- Creates SMART tasks (Specific, Measurable, Achievable, Relevant, Time-bound)
- Considers your goal description and deadline
- Used when creating a new goal

AI COACHING:

1. Open any goal details page
2. Click "Get AI Coach" button
3. AI analyzes your progress and provides:
 - Personalized advice
 - Next steps to take
 - Motivation and encouragement
 - Strategy recommendations
4. Read the coaching insights in the dialog
5. Apply the advice to your workflow

AI MOTIVATION MESSAGES:

- Displayed on the Dashboard (top banner)
- Updates dynamically based on:
 - Time of day
 - Your recent progress
 - Active goals
 - Current momentum
- Refreshes when you navigate to Dashboard

AI INSIGHTS PANEL:

- Located on Dashboard (right side)
- Shows 3-4 key insights:
 - Progress patterns
 - Recommended focus areas
 - Completion trends
 - Productivity suggestions
- Updates automatically as you complete tasks

AI PRODUCTIVITY REPORT:

1. Navigate to "Productivity" page
2. See your weekly AI-generated report:
 - Overall productivity score

- Key achievements this week
- Areas for improvement
- Specific action items
- Motivational insights
- Report refreshes weekly

AI RETROSPECTIVES:

1. Complete all tasks in a goal
2. Click "Start Retrospective" button
3. AI conducts a reflective analysis:
 - What went well
 - What was challenging
 - Key learnings
 - Recommendations for future goals
4. Read the comprehensive retrospective
5. Apply lessons to your next goal

AI TASK PRIORITIZATION:

- Automatic: AI assigns priority to every task
- Based on factors:
 - Goal deadline urgency
 - Task dependencies
 - Completion status
 - Your work patterns
- Helps you focus on what matters most

7. ANALYTICS & INSIGHTS

ACCESSING ANALYTICS:

1. Navigate to "Analytics" page from sidebar
2. View comprehensive dashboard

KEY METRICS:

- Total Goals: Number of all goals
- Active Goals: Goals in progress
- Completed Tasks: Total tasks finished
- Completion Rate: Percentage of tasks completed

ACTIVITY CHART:

- Visual graph of tasks completed over last 7 days
- Shows your daily productivity pattern

- Helps identify productive days

GOAL DISTRIBUTION:

- Pie chart showing goals by status
- Categories: Active, Completed, Archived
- Visual breakdown of goal portfolio

TASK COMPLETION BY GOAL:

- Bar chart showing tasks per goal
- Compare progress across different goals
- Identify which goals need attention

AI INSIGHTS (on Analytics page):

- Advanced AI-powered recommendations
- Deeper analysis than Dashboard insights
- Includes:
 - Productivity patterns
 - Goal difficulty analysis
 - Time management tips
 - Focus area recommendations
 - Completion trend predictions

8. PRODUCTIVITY TOOLS

WEEKLY PRODUCTIVITY REPORT:

1. Navigate to "Productivity" page
2. View your comprehensive weekly report
3. Report includes:
 - Productivity score (0-100)
 - Weekly achievements list
 - Areas for improvement
 - Specific action items
 - Motivational message
4. Report auto-generates each week
5. Use insights to improve your workflow

TASK FILTERING:

- On Tasks page, use tabs:
 - "All": See every task
 - "Active": Only incomplete tasks
 - "Completed": Only finished tasks
- Helps focus on what needs attention

PROGRESS TRACKING:

- Every goal shows progress percentage
 - Visual progress bar on goal cards
 - Updates in real-time as you complete tasks
 - Percentage = (completed tasks / total tasks) × 100
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9. FOCUS MODE & POMODORO TIMER

STARTING FOCUS MODE:

1. Open any goal details page
2. Click "Focus Mode" button
3. Pomodoro timer dialog opens

USING THE POMODORO TIMER:

1. Default session: 25 minutes of work
2. Click "Start Session" to begin countdown
3. Work on your goal tasks during the session
4. Timer shows remaining time
5. When timer ends, take a 5-minute break
6. After break, start next session

AI CHECK-INS:

- AI periodically asks how you're doing
- Provide feedback on your focus
- AI adjusts recommendations based on your input
- Helps maintain optimal productivity

FOCUS MODE FEATURES:

- Dedicated, distraction-free interface
- Clear timer display
- Task list visible for reference
- Exit anytime by closing the dialog

BEST PRACTICES:

- Use for deep work sessions
 - Turn off notifications during focus time
 - Have tasks list ready before starting
 - Use breaks to rest, not browse social media
 - Aim for 4 Pomodoro sessions per day
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10. PROGRESS CELEBRATION

TASK COMPLETION CELEBRATION:

- When you complete a task:
 - Confetti animation appears
 - Success message displays
 - Progress bar updates
 - Satisfying visual feedback

GOAL COMPLETION CELEBRATION:

- When you complete all tasks in a goal:
 - Bigger confetti burst
 - Special completion message
 - Trophy icon displayed
 - Achievement recognition
 - Option to start retrospective

MILESTONE ACHIEVEMENTS:

- Special messages for:
 - First task completed
 - 50% goal progress
 - Multiple tasks in one day
 - Completing a challenging goal
 - Maintaining a streak

WHY CELEBRATIONS MATTER:

- Positive reinforcement
 - Dopamine boost for motivation
 - Visual progress acknowledgment
 - Makes productivity fun
 - Encourages continued effort
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11. SHARING & EXPORT

EXPORTING GOAL TO PDF:

1. Open goal details page
2. Click "Export" button

3. AI generates a professional PDF with:
 - Goal title and description
 - All tasks (checked/unchecked)
 - Progress percentage
 - Target date
 - Creation date
4. PDF downloads automatically
5. Use for offline reference or printing

GENERATING SHAREABLE LINK:

1. Open goal details page
2. Click "Share" button
3. Unique shareable URL is generated
4. Copy the link
5. Share with:
 - Team members
 - Accountability partners
 - Mentors or coaches
 - Social media (optional)
6. Anyone with link can view (read-only)

GOAL VISUALIZATION:

1. Open goal details page
2. Click "Visualize" button
3. See interactive tree/flowchart view:
 - Goal as root node
 - Tasks as child nodes
 - Visual connections
 - Color-coded by status (completed = green)
4. Pan and zoom the diagram
5. Great for understanding task relationships

PRIVACY NOTE:

- Shared links are read-only
 - Others cannot edit your goals
 - You can revoke sharing anytime
 - No login required for viewers
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12. WEEKLY REFLECTIONS

ACCESSING REFLECTIONS:

1. Navigate to "Reflections" page from sidebar

2. Dedicated space for weekly self-reflection

PURPOSE:

- Review your weekly progress
- Identify patterns and blockers
- Celebrate wins
- Plan improvements for next week
- Build self-awareness

REFLECTION PROMPTS (suggested):

- What did I accomplish this week?
- What challenges did I face?
- What did I learn?
- What will I do differently next week?
- What am I grateful for?

INTEGRATION WITH AI:

- Your reflection data informs AI insights
- AI considers your patterns over time
- Better coaching and recommendations
- Personalized motivation messages

BEST PRACTICE:

- Schedule weekly reflection time (e.g., Sunday evening)
- Be honest and specific
- Review previous reflections monthly
- Track growth over time

CONCLUSION

Congratulations! You now know how to use every feature of TaskFlow AI.

Remember:

- Start small with 1-2 goals
- Trust the AI to guide you
- Celebrate every small win
- Review your progress weekly
- Stay consistent, not perfect

TaskFlow is designed to help you achieve your goals with AI-powered intelligence, real-time updates, and motivating celebrations. The more you use it, the better the AI understands your patterns and provides personalized recommendations.

Your journey to achieving your goals starts now. Create your first goal and let TaskFlow AI be your productivity partner!

Happy goal crushing! ☺

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For Support: Check project GitHub repository

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