Flora user guide

Contents

Chapter 1. Get started with Flora

Flora helps you stay focused while completing your tasks.

Start a focus session and grow trees

When you start a focus session, Flora eliminates all distractions like social media and games. Every focus session plants a seed that grows into a tree by the end of the session. These trees, then, become a part of your beautiful Flora garden.

Stay focused with your friends

You can invite your friends to your focus session. If you both stay focused for the entire session, you can add an additional tree to your garden!

Create a to-do list

To-do items can be daily, weekly or monthly goals. You can set up reminders and dedicate your focus sessions to specific to-do items. Flora helps you stay organized and track your progress towards your goals.

Chapter 2. Start a focus session

Starting a focus session plants a seed that grows into a tree at the end of your focus session.

1. For the **Focus Timer**, select for how long you would like to focus.
2. For the **Break Timer**, select how many minutes of break you would like to have after your focus session.
3. If you want this focus session to count towards one of the to-do items you've set, tap **Attach a Tag** and select the to-do item from the list.
4. Tap **Start** to begin the focus session.

Chapter 3. Invite a friend

To invite a friend to your focus session, follow these steps:

1. In the home screen, tap **Key** to see the passcode to your focus session.
2. Tap **Share** to share the passcode with your friends.
3. Make sure your friend goes to the same page and enters the password to join your focus session.

Chapter 4. Create to-do items

1. Go to the **Garden** menu, and then tap the **To-dos** tab.
2. To add a new item, tap **+**.
3. Enter a **Name** for your to-do item.
4. Optional: Specify time management settings for the to-do item:

   a. To set a **Reminder** to start focusing on an item, select the time and the days when you would like to receive notifications.

   b. Set a Goal for completing the to-do item.
   If you aim to complete this to-do item in 3 hours, select **3 h**.

   c. Decide if you want to reset the goal on a **Daily**, **Weekly**, or **Monthly** basis.
   If you want to set aside 3 hours every day for this to-do item, select **Daily**.

   d. To track your habits, set **Habit Tracker** to **Weekly** or **Monthly**.

5. Tap **OK**.