

How to use Toggl

<https://www.toggl.com/track>

Toggl is an online time tracking tool. You can use Toggl on the web, as a desktop widget, or on your mobile – all your entries get synced in real time.

After you log in to Toggl, type in the task you are working on. Please be specific. Some example tasks:

Staff Meeting

Calculate graduation rates for RIDE

Meeting with Ryan on DataHUB training

Create insurance map for HEALTH Dept

Weekly check-in with Becca

Prepare for RIF meeting

What are you working on? ADD MANUALLY

1 0 min Start

Next, select the project that this task falls under. *If you do not know what project the work will be billed to, please ask the person who assigned the task.* Then hit “Start”.

What are you working on? ADD MANUALLY

2 0 min Start 3

PROJECT (OPTIONAL) Create a new project START STOP DATE 12/14/2011 TAGS BILLABLE

The blue box will turn green to show that you are tracking time. When you are ready to move on to another task, hit “Stop” and repeat steps 1-3.

You are tracking time for

Create SPSS syntax for DCYF data story 26:28 min Stop 4

PROJECT (OPTIONAL) Create a new project START 01:48 PM STOP 02:14 PM DATE 12/14/2011 TAGS BILLABLE

For tasks that reoccur you can simply click “Continue” from the listed of completed tasks and time entry will begin without having to retype the description.

Stuff you've done so far

Actions ▼

1 **5** Y – 0:28 h

☐ Being productive!

28:28 min 01:44PM–02:13PM **6** CONTINUE

If you are assigned a Good Deeds task you will select “14-046 Unfunded” from the project list. You will then add a tag for “Good Deeds”.

A screenshot of a time entry interface. At the top, there's a green header bar. Below it, a white box displays '01:15 min' next to a red 'Stop' button. Underneath, there's a section with a 'TAGS' button and a 'BILLABLE' toggle. A dropdown menu is open, showing options: 'FYI' (checked), 'Feat 1', 'Free', and 'Invoiced'. To the right of the dropdown is a trash bin icon.

If you begin another task and forget to hit ‘Stop’ you can edit the times retroactively. Click on the existing time entry to expand the description and contents. You can type directly in the time stamp to update the start and stop times. Changes are automatic and no ‘save’ button is needed. After you have made the changes, you can close the form by clicking on the white arrow at the bottom.

TUE 06. DEC – 6:27 h

☐ \$ Sales meeting **7**

01:16:31 01:32PM–02:48PM CONTINUE

☐ Emails

05:11:25

CONTINUE

PROJECT (OPTIONAL) ▼ 11:20 AM 04:31 PM 12/06/2011
Create a new project

TAGS

BILLABLE



8

MON 05. DEC – 7:20 h

☐ Testing

25:07 min 03:20PM–03:45PM CONTINUE

To delete a time entry, there’s a small trash bin icon on the lower right corner of an open time entry.