

## **Quick Start to Todoist**

**Modality: Self-Paced Learning**

**Duration: 2 Hours**

### **About this course:**

You can be progressively profitable at this moment. Figure out how beneficial is the well-known project management apparatus Todoist. A large number of individuals around the globe depend on Todoist consistently to assist them with completing stuff.

We'll begin this course by getting an outline of the interface of Todoist. We'll get acquainted with a portion of the features and terminology you'll run over when utilizing Todoist.

After we're acquainted with a portion of the core principle ideas, we'll begin learning some further developed highlights. We'll figure out how to include connections from our Dropbox, PC, or Google Drive. We'll figure out how to share tasks, allocate tasks to other people and how we can spare time by utilizing task formats.

So we'll figure out how we can email undertakings to Todoist and also how we can set up filters of Gmail to consequently send things to Todoist. We'll also figure out how we can utilize famous apparatuses, for example, Zapier and IFTTT to mechanize making errands in Todoist.

We'll close this course by getting a few broad tricks and tips and how we can both back up our information and be increasingly secure with Todoist.

Before the finish of this course, you'll be equipped with the instruments you should be an increasingly profitable and viable individual utilizing amazing features of Todoist.

The normal pay of a Project chief is \$96,425 every year.

### **Course Objective:**

- See how to explore numerous features of Todoist.
- Exploit a significant number of Todoist's covered up, further developed highlights.
- Begin completing things by incorporating Todoist with different instruments you use.
- Setting up location, mobile, and time-based reminders
- Projects Understanding
- Take benefit of various Todoist's hidden, further progressive features.
- Gamification with Todoist karma
- Including and utilizing labels
- Search syntax and queries
- Saved searches with filters

### **Audience:**

This course of Todoist is intended for any individual who needs to get acquainted with the features, wants, and interface of Todoist, to delve further into being increasingly beneficial with it. This course isn't for somebody who's simply hoping to mess with Todoist but rather is focused at somebody who needs to begin being increasingly profitable at the earliest opportunity.

While mobile apps of Todoist are incredible and certainly something you ought to utilize, this course aims around the web interface of Todoist to talk about the tools and features.

## **Prerequisite:**

- You ought to be acquainted with usual web practices, for example, installing browser extensions and navigating websites.
- Before pursuing this course, you ought to have a Premium account of Todoist. You can track with a free Todoist account, but you won't have the option to exploit a large number of the propelled features.

## **Course Outline:**

### **Todoist basics**

- Course introduction
- Learning Todoist's interface
- Adding your first task

### **Todoist's features**

- Projects
- Labels
- Search
- Filters
- Karma
- Reminders

### **Advanced Todoist**

- Adding attachments
- Sorting tasks in projects
- Sharing projects
- Project templates
- Emailing to projects

### **Using Todoist's integrations**

- Setting up Gmail filters to send tasks to Todoist
- Setting up Todoist's iCal in Google Calendar
- Using Todoist's browser extension
- Using Todoist in Gmail

## **Integrating Todoist with third-party tools**

- IFTTT integration
- Zapier integration

## **Tips and tricks in Todoist**

- Task tips and tricks
- Updating and reverting Todoist
- Backing up Todoist
- Staying secure with authorizations

## **Course summary**

- Course summary and what to do next