Get Started With Todoist So You Can Get Better Organised And Achieve Greater

Are you tired of feeling overwhelmed by all the things you have to do? Do you wish you had a better way to organise your tasks and stay on top of your work and personal life? If so, then you need Tost.

Working With Todoist: The Book.: Get started with Todoist so you can get better organised and achieve greater productivity. by Carl R W Pullein

★★★★☆ 4.6 out of 5

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Screen Reader	: Supported
Enhanced typesetting	: Enabled
Word Wise	: Enabled
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Tost is a powerful task manager that can help you get better organised and achieve greater. With Tost, you can create projects, tasks, and labels to organise your work and personal life. You can also set deadlines, add notes, and collaborate with others on tasks. Tost also offers a variety of features to help you stay on top of your tasks, including reminders, filters, and reports.

In this article, we'll show you how to get started with Tost, including how to create projects, tasks, and labels, and how to use Tost's features to stay on top of your work and personal life.

Creating Projects

The first step to using Tost is to create projects. Projects are used to organise your tasks into different areas of your life, such as work, personal, or school. To create a project, click on the "Projects" tab in the sidebar and then click on the "Add Project" button. You can then name your project and choose a colour for it.


Creating Tasks

Once you've created some projects, you can start adding tasks to them. To create a task, click on the "Tasks" tab in the sidebar and then click on the "Add Task" button. You can then enter the name of your task and choose a project for it. You can also set a deadline for the task, add notes, and collaborate with others on it.

Using Labels

Labels are a great way to organise your tasks even further. You can create labels for anything, such as "important", "urgent", or "work". To create a label, click on the "Labels" tab in the sidebar and then click on the "Add Label" button. You can then name your label and choose a colour for it.

Once you've created some labels, you can start adding them to your tasks. To add a label to a task, simply click on the task and then click on the "Labels" tab. You can then select the labels that you want to add to the task.
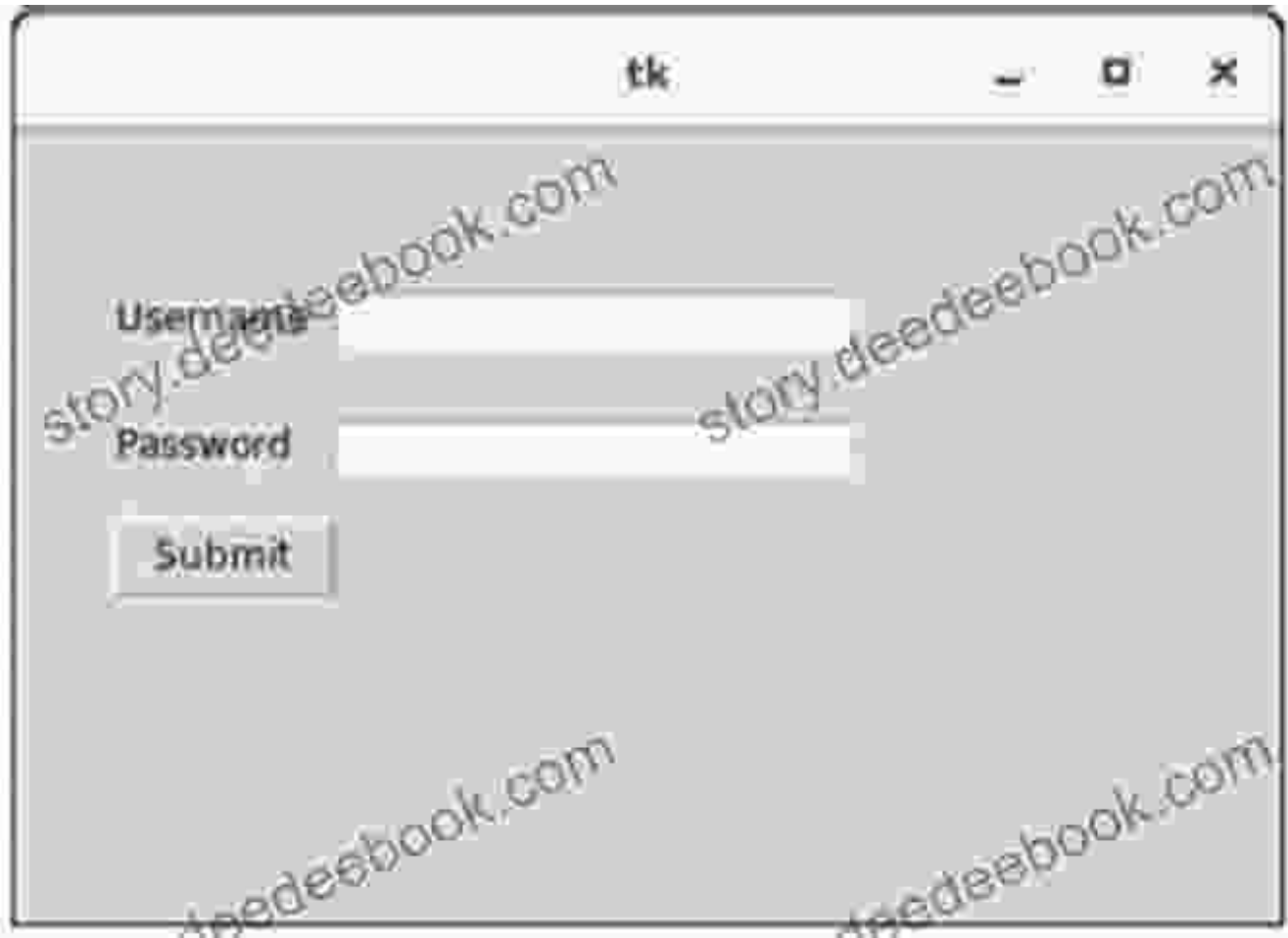
Staying on Top of Your Tasks

Tost offers a variety of features to help you stay on top of your tasks. These features include:

- **Reminders:** You can set reminders for your tasks so that you'll never forget to do them.

- **Filters:** You can use filters to view your tasks by project, label, or priority.

- **Reports:** You can generate reports to track your progress and see how you're spending your time.

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If you're not already using Tost, I encourage you to give it a try. It's a great way to get better organised and achieve greater.

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