Exercise

# Example: Full Todoist Set-up

Creating your own Todoist set-up

Perfecting your set-up will take time, a lot of mistakes, lessons and shifts in set-up to get the right consistency to help you optimize your productivity. The great thing about Todoist is that it offers flexibility, allowing you to create your own toolkit for getting things done.

1. Review your existing layout

Using your existing layout as a first base is a good starting point (not to worry if you don’t have one). Your existing layout will be the set-up you have on paper or on an existing to-do list app.

*Spend 10-minutes plotting this out on paper.*

2. Transfer your knowledge

Spend time bringing the existing or previous layout to the new resource, in this case, Todoist. This will take a good 20-minutes to implement and will require you to replicate some existing set-ups and modifications.

If you have any tasks from your last task manager, most resources provide an export function to transfer all the insights over to the new to do list application.

Transfer this to Todoist and plot tasks.

3. Spot flaws, issues and progress

As you go through this process, note all the issues you could potentially face during your day using this old layout. Flaws and issues will help you to make progress with your set-up by providing critical feedback for improvement.

*Spend 10-minutes critiquing your layout. Find the flaws*.

4. Review against popular layouts

Head to YouTube or use the full set-up video provided to compare your layout. Using this method, you will find ways to enhance your workflow, set-up and layout simply by adopting the policies of other people and make progress.

*Spend 20-minutes comparing your layout to another*

Final note:

Once you go through these loops, you are ready to move to the next level. Todoist and other task managers are a constant progression, being happy with your to-do list application is important, but making sure you review and update it on a regular basis is valuable to the success for your productivity.