

Todoist

GoSkills online course syllabus

Monday, March 24, 2025

Skill level

Beginner

Lessons

30

Accredited by

CPD

Pre-requisites

None

Video duration

1h 56m

Estimated study time

15h for all materials

Instructor

Francesco D'Alessio

What Is Todoist?

1 Introduction to Todoist

Todoist is one of the fastest growing task management platforms in the world. Available on many platforms, Todoist provides users with a way to tally up their to-do list, manage projects and coordinate their next move.

2 Why Use Todoist?

Exploring the many capabilities of Todoist and how you can use it in your daily practice to get things done. Uncovering the full feature set and working out whether it is suitable for your type of work.

Tasks

3 Creating Your First Task

Everything starts with your first step. You'll create your own task and understand how a task works. From there, you can begin to understand the context and where is best to store your initial tasks before you organize them into projects.

4 Due Dates

Adding a due date to tasks will help to manage deadlines and workload for your upcoming week or month. The ability to add recurring due dates helps to create habits and produce better results when it comes to remembering regular, routine activities.

5 Reminders

Creating reminders in Todoist is one of the best ways to keep yourself in the loop with your next task or a task that you don't want to forget. Reminders can come in the form of emails, SMS messages or even mobile push nudges to keep you on the latest task.

6 Sub-tasks

Sub-tasks help to break down important tasks. Checklists help to make things more approachable, from shopping lists to planning your next work project.

7 Text Formats

Creating text-formats is one of the many ways to customize your tasks inside of Todoist. With a big list in front of you making things easier for your eyes will help to determine important tasks or useful links to use.

- 8 **Priority Levels**
Using priorities to plot out the most important tasks and the least valuable to-dos will help to determine what to channel your focus on inside of Todoist.
- 9 **Sharing a Task**
Exploring the ways you can share an individual task between professionals or friends by using Todoist's project sharing function and sharable tasks.
- 10 **Intelligent Input**
This smart detection function allows you to input tasks with due dates, projects and priority levels. Perfect for adding tasks on the go!

Projects

- 11 **Using the Todoist Inbox**
The Todoist inbox is perfect for capturing new tasks and organizing them into projects for later. The inbox is the hub for a lot of activity inside of Todoist and a great way to filter tasks that are most important to complete next.
- 12 **Create a Project**
Projects are a core part of the Todoist experience. They help us create projects for managing with teams or loved ones. Projects can help us achieve goals and organize our next tasks in order.
- 13 **Formatting Projects**
Projects are the perfect hub for all your lists, goals and activities once you've set them all up. You can edit your projects even further to suit your needs.
- 14 **Sharing Projects**
Sharing projects with team members and how to assign work.

Labels & Filters

- 15 **Creating and Editing Labels**
Create a list of labels to assign to your work.
- 16 **Creating and Editing Filters**
Define new filters with the labels you have created.

Uses of Todoist

- 17 **Managing Tasks**
How to use Todoist as a simple task management system.

18 **Managing Team Projects**
How to use Todoist for assigning new work in a team.

19 **Using Labels and Filters**
How to effectively use labels and filters together.

Todoist Hacks

20 **For Small Businesses**
How to optimize your use for your small business.

21 **For Students**
How to optimize your use of exams and work.

22 **For Professionals**
How to use Todoist as a freelancer or self-employed.

Planning Ahead with Todoist

23 **Next 7 Days**
Planning in advance with the "Next 7 days" tab.

24 **Using Smart Schedule**
Avoid snowballing with tasks by using smart schedule.

25 **Using Todoist Search**
Skip ahead or search for tasks and project.

Advanced Functions

26 **Email Into Projects**
Email any to-dos or items into Todoist projects.

27 **Create Todoist Templates**
Crafting your very own templates for later.

28 Adding Emojis to Projects
Adding a little colour to your to-dos with emojis.

29 Understanding Todoist Karma
Understanding Todoist's point reward system.

30 Course Summary
Wrap-up of this course all about Todoist.

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