



SOFTWARE ROI GUIDE

One Hour Guide: How to Use Todoist to Prioritize High Impact Tasks

Use this **step-by-step walkthrough** to create, organize, and manage your tasks in **Todoist**.

Minute 0–10: Set Up Todoist

1. Sign up to Todoist (<http://www.todoist.com>)

1. Go to [Todoist](http://www.todoist.com) and sign up.
 2. Once logged in, you will land on the dashboard where your tasks are displayed.
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Minute 10–25: Input and Organize Tasks

2. Create a New Project

1. On the left sidebar, click the **"Add Project"** button.
 2. A pop-up window will appear. Name your project (e.g., **High-Impact Tasks**).
 3. Select **List View** for simplicity.
 4. Click **"Add Project"** to save.
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Minute 25–50: Work on Today's Tasks

3. Create Your First Task

1. **Go to your newly created project** (e.g., *High-Impact Tasks*).
 2. At the top of your screen, click the **"Add Task"** button.
 3. A task creation box will appear at the bottom.
 4. **Type in your task.** For example:
 - *Write an outline for a lead magnet.*
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4. Assign Due Dates

1. Once your task is written, click on the **Calendar Icon** (on the task input box).
 2. **Select a due date.** For example, if you want to complete it today, click "Today."
 3. **Click Save** once you've selected your due date.
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Minute 50–60: Review and Plan

5. Review Progress

1. Mark Tasks as Complete
2. Once you finish a task, click the **checkbox** next to the task name.
3. The task will be marked as complete and moved to your **Completed** section (or archived).
4. Plan for Tomorrow:
 - a. Add the next steps for your big goal.



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- b. Move tasks from **Upcoming** to **Today's Tasks** if you want to tackle them next.
- c. Example for "Grow Email List by 500 Subscribers":
 - i. "Design lead magnet in Canva" → Due tomorrow.
 - ii. "Write email promoting lead magnet" → Due next Tuesday.

Tips:

- 1. **Start Simple:** Focus on creating 1-2 tasks at first.
 - 2. **Stay Organized:** Use sections for different stages (e.g., Big Goals, Today's Tasks).
 - 3. **Review Daily:** Take 5 minutes each day to update your tasks and due dates.
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