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focusing on your big-picture activities. implement the advanced features to streamline the most precious asset that you possess—your time.

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Create Actionable To-Do

Lists will help you rethink your to-do lists. It's easy to begin each day with a lengthy list of tasks without a clear direction of what to focus on first.

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lists" manual that can be
covered in just a few hours
and have you on your way to
creating better to do lists
and managing your work on a
new level.

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Todoist filters are the simplest way for you to organize and consequently retrieve your projects and tasks under particular user defined terms, when combining elements such as

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specific tasks with a due date within a query string. You can organize a Todoist filter based on any of these attributes:

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on first. The truth is: Most to-do lists are a distraction that often cause you to procrastinate on important tasks.

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Use red flag, orange flag, and yellow flag priorities to the first, second, and third Most Important Task. A task can be a priority only if it's time sensitive or crucial to your long-term

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Success. The only way to complete your priorities is not by marking them as priorities but by not doing things that are actually not priorities.

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Use Todoist to keep track of both your family and couple goals as well as your individual goals. Set a project up for “Goals” where you can add collective goals like saving for a big trip, getting more involved in the

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community through
volunteerism, or
communicating better for
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Starting Screen. At the top
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sign, alarm bell, gear, and

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a circle. A list of options appear when you tap or click the gear symbol that's next to your account name.

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Todoist: The to do list to organize work & life

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