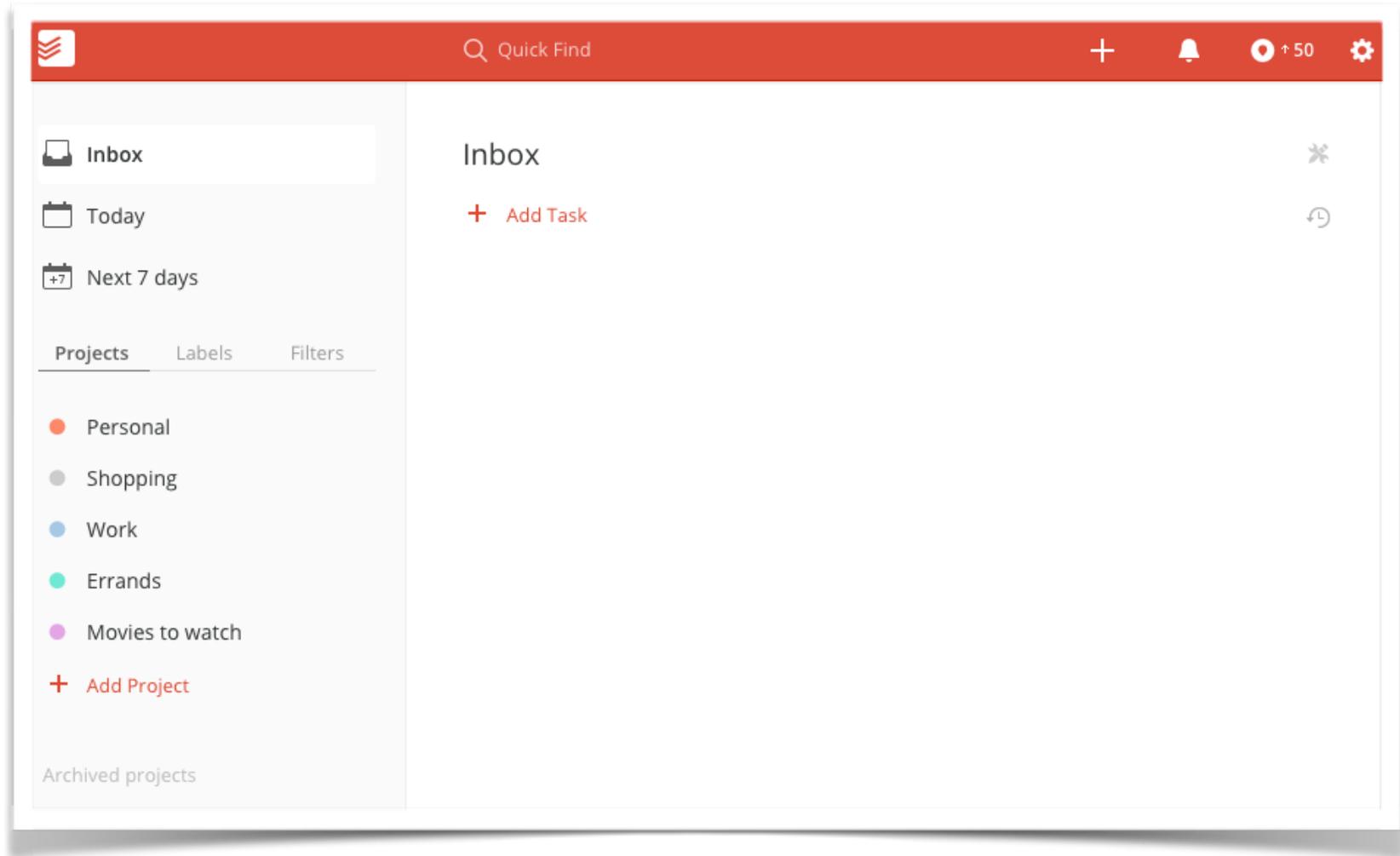


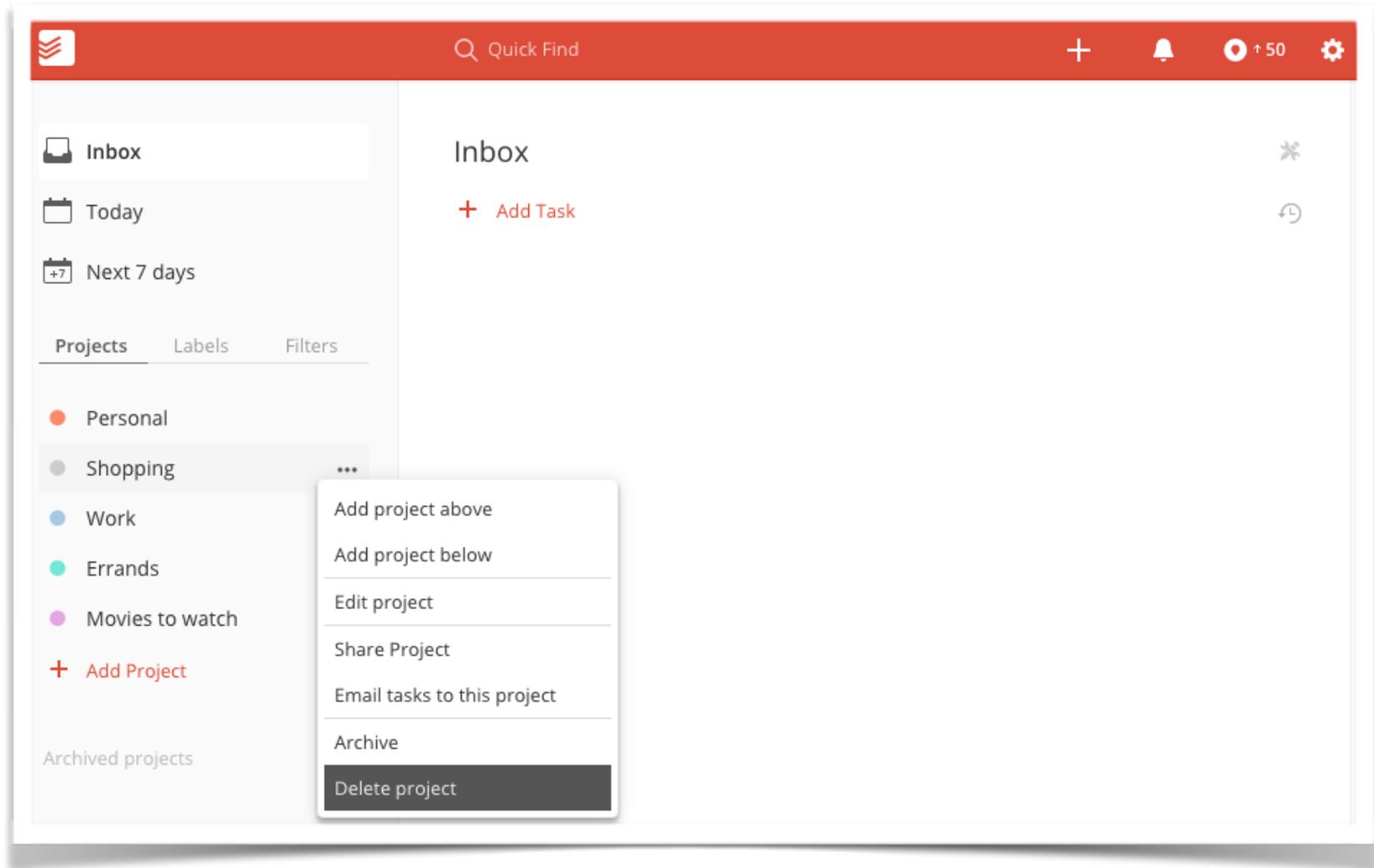
## INITIAL SETUP

This is what Todoist will look like after your initial account setup.



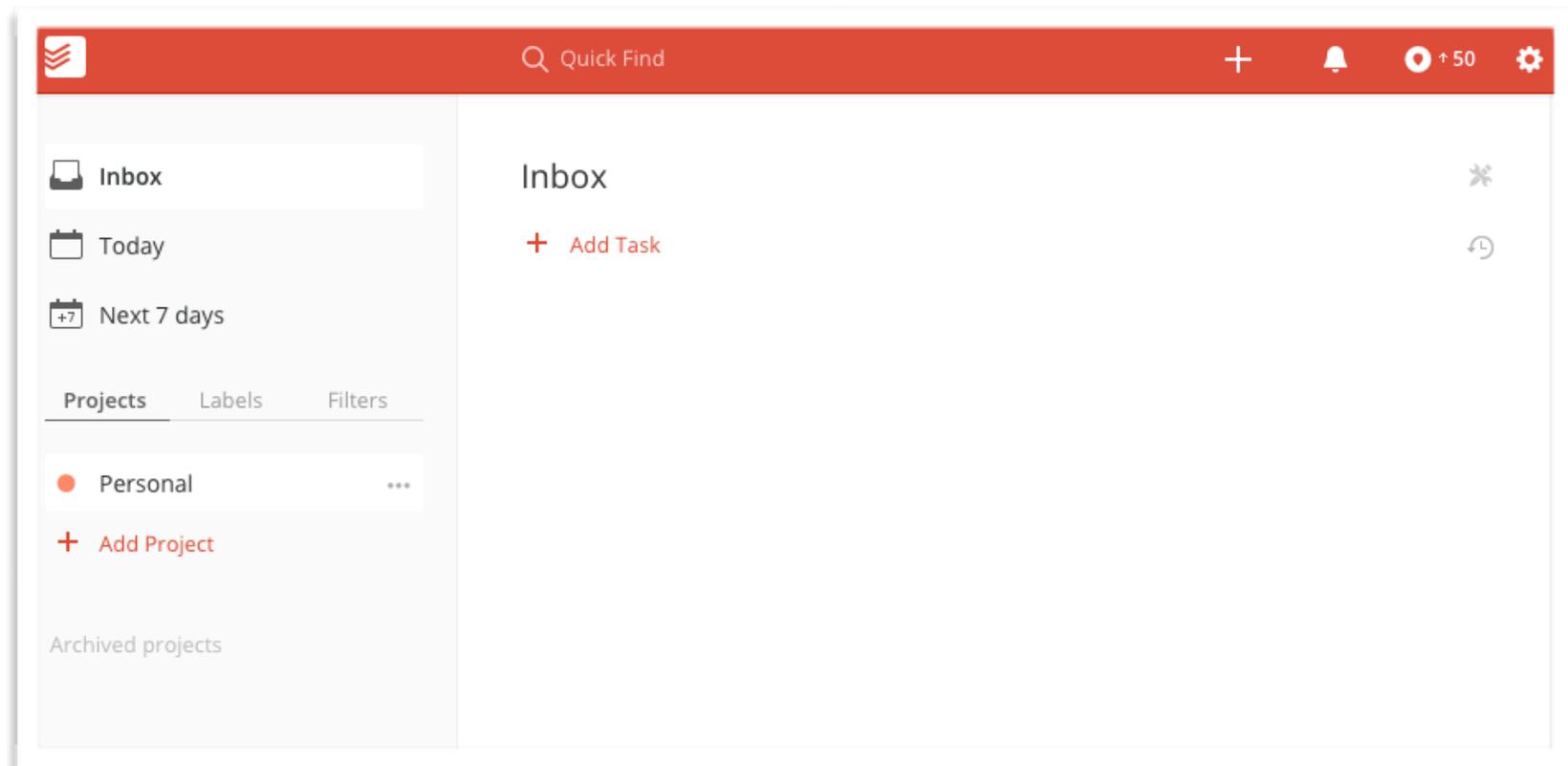
## CLEANING UP

Cleanup Todoist by removing all of the existing projects except for Personal.



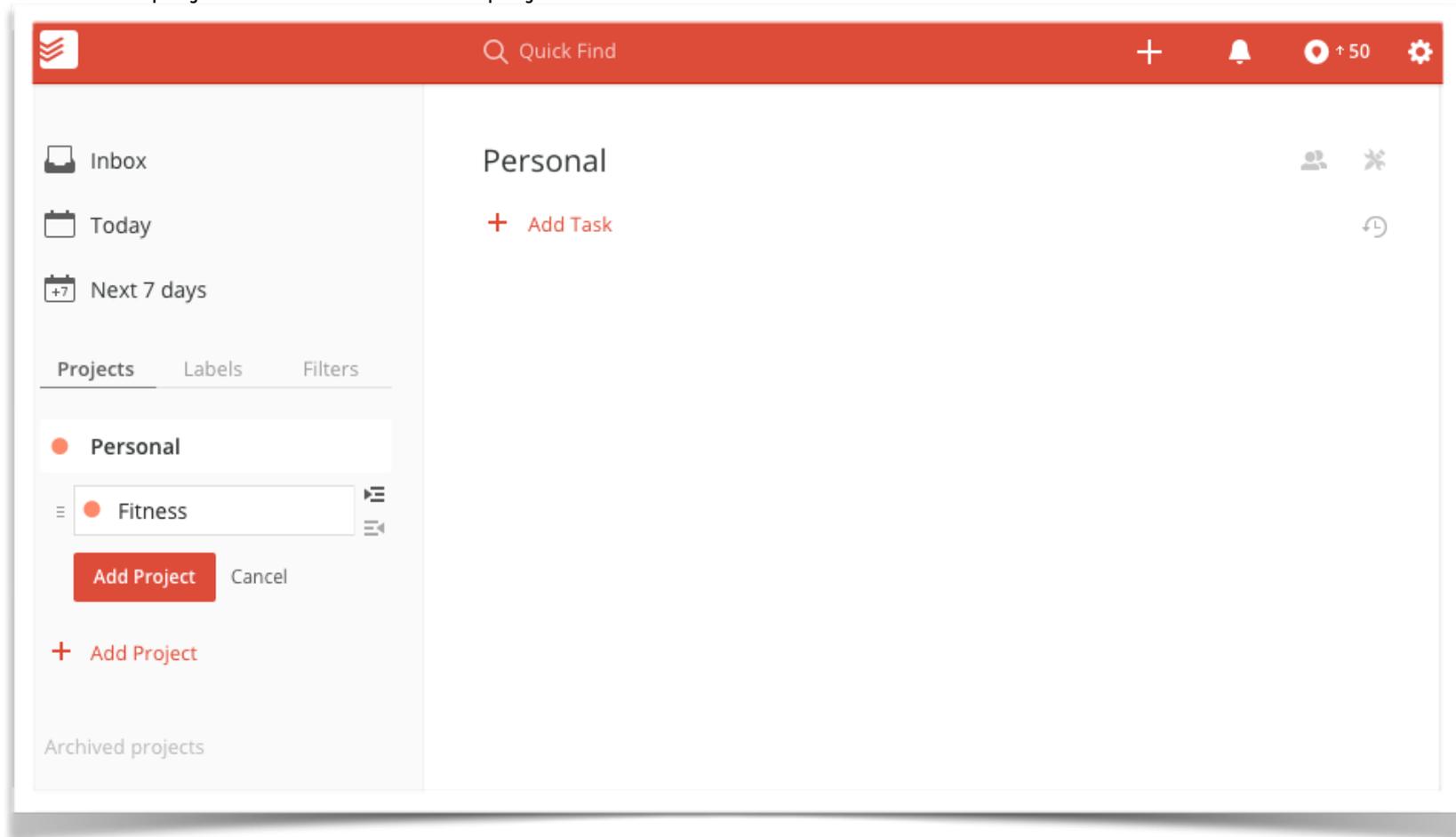
## THE CLEAN VIEW

Now you have reduced Todoist to only one project called Personal.



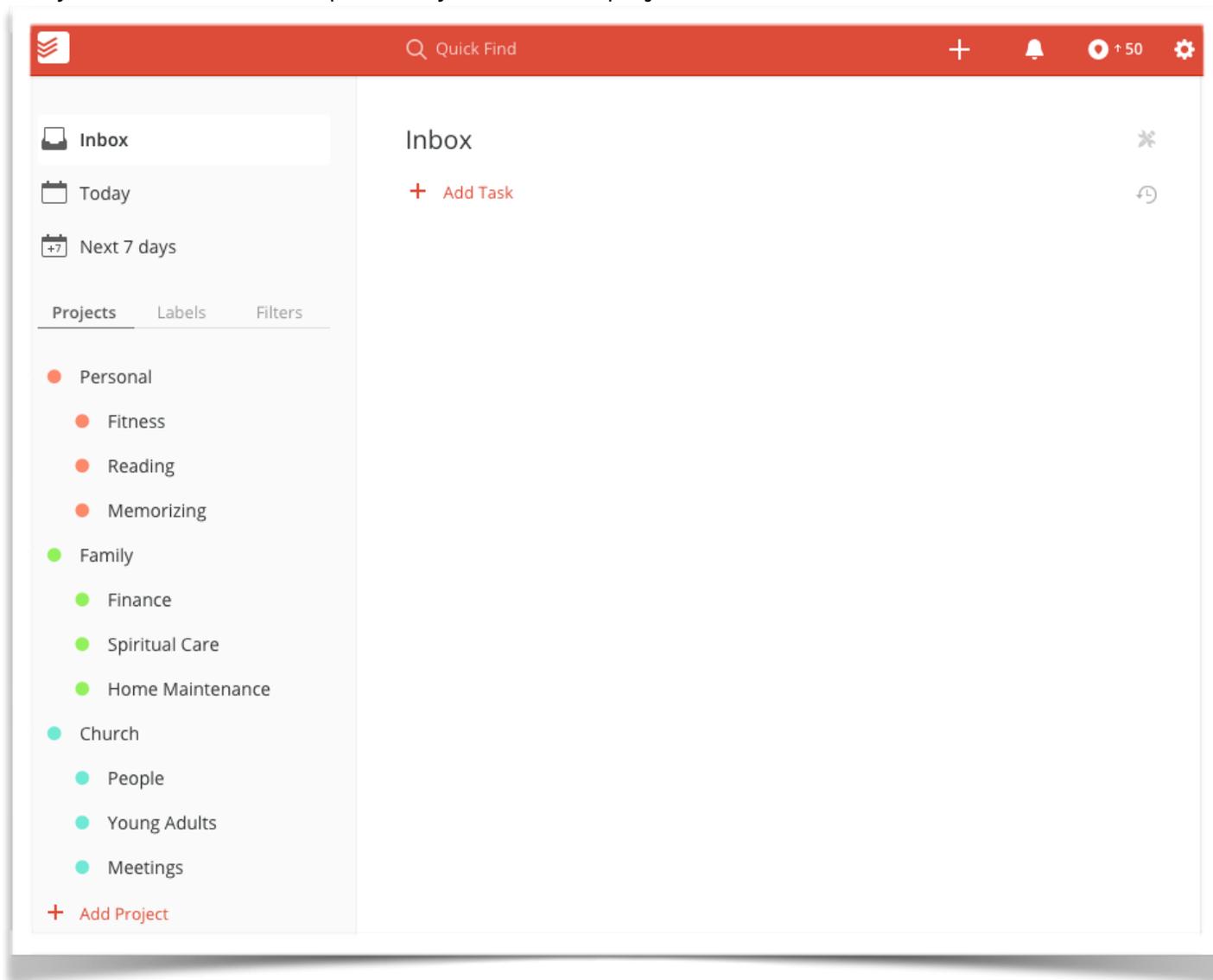
## ADD ROLES & PROJECTS

Add roles and projects associated with your personal area of responsibility. Use the “arrow” icon to make each of them a subproject under the Personal project.



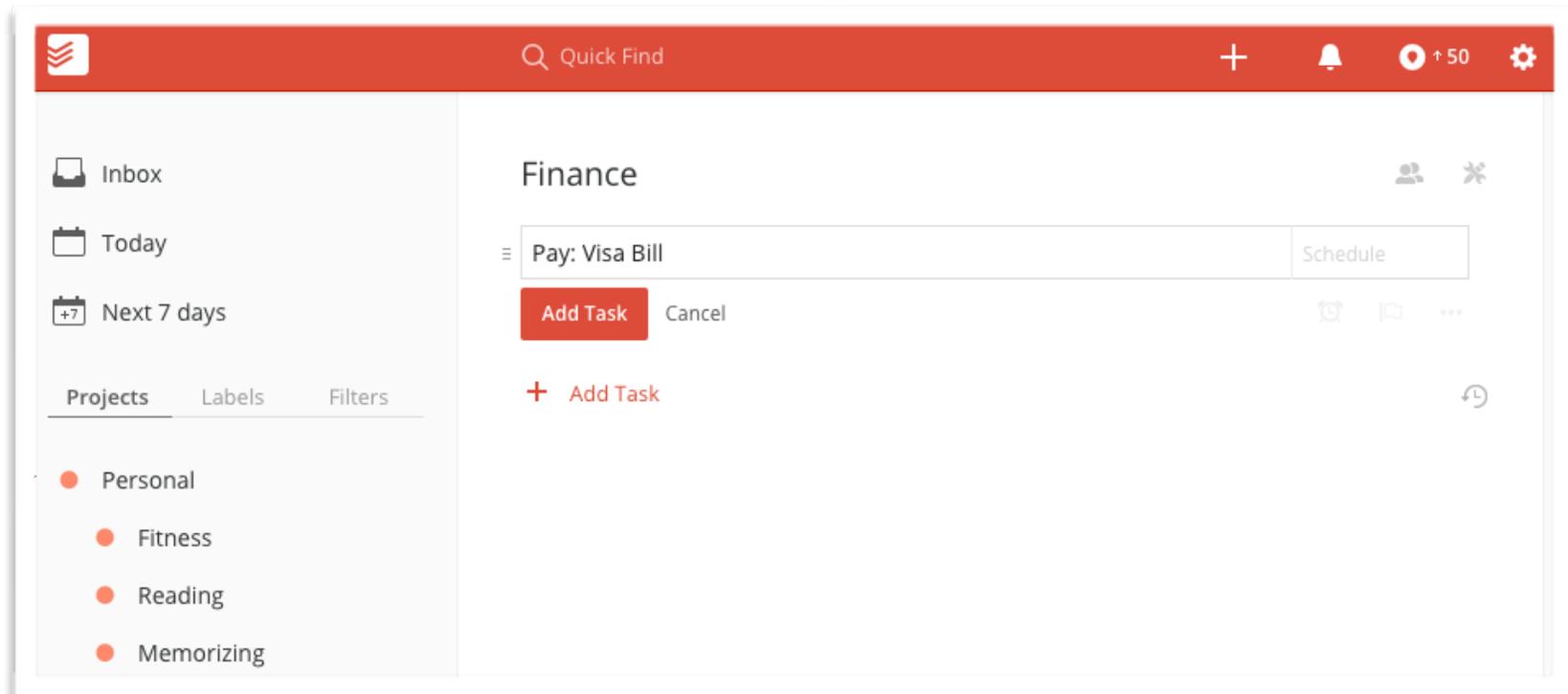
## ADDING AREAS OF RESPONSIBILITY

Now add your other areas of responsibility and add subproject for each of them.



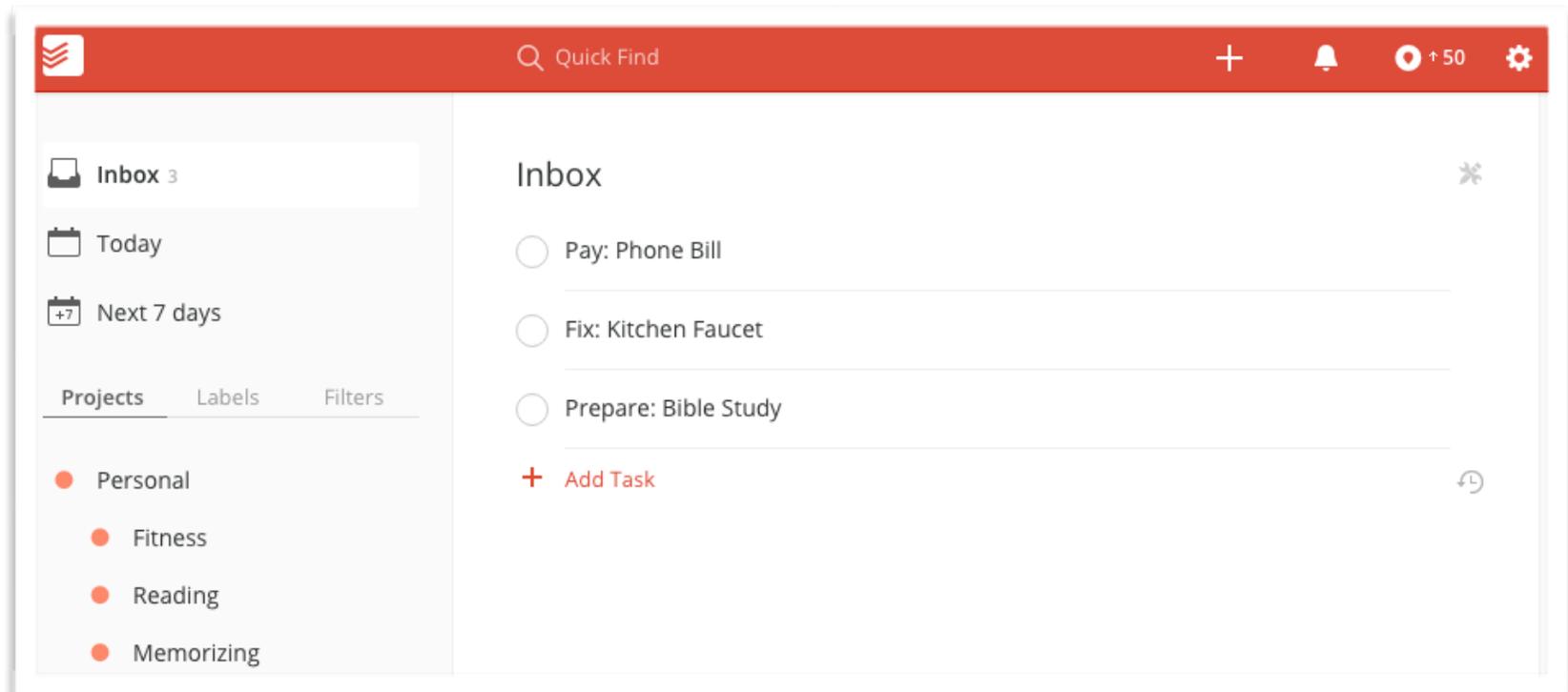
## ADD TASKS

Begin to add tasks to your subprojects. Follow the rule: *A home for everything, and like goes with like.*



# INBOX

The inbox will have a collection of tasks not yet assigned to a subproject.



# DEFER

Defer tasks to a later date by adding a due date.

The screenshot shows a task management application interface. At the top, there is a red header bar with a logo on the left, a search bar labeled "Quick Find" in the center, and icons for a plus sign, a bell, a notification count of "+ 50", and a settings gear on the right.

On the left side, there is a sidebar menu with the following items:

- Inbox 3
- Today
- Next 7 days
- Projects
- Labels
- Filters
- Personal
- Fitness
- Reading
- Memorizing
- Family
- Finance 1
- Spiritual Care
- Home Maintenance

The main content area is titled "Inbox" and contains a list of tasks:

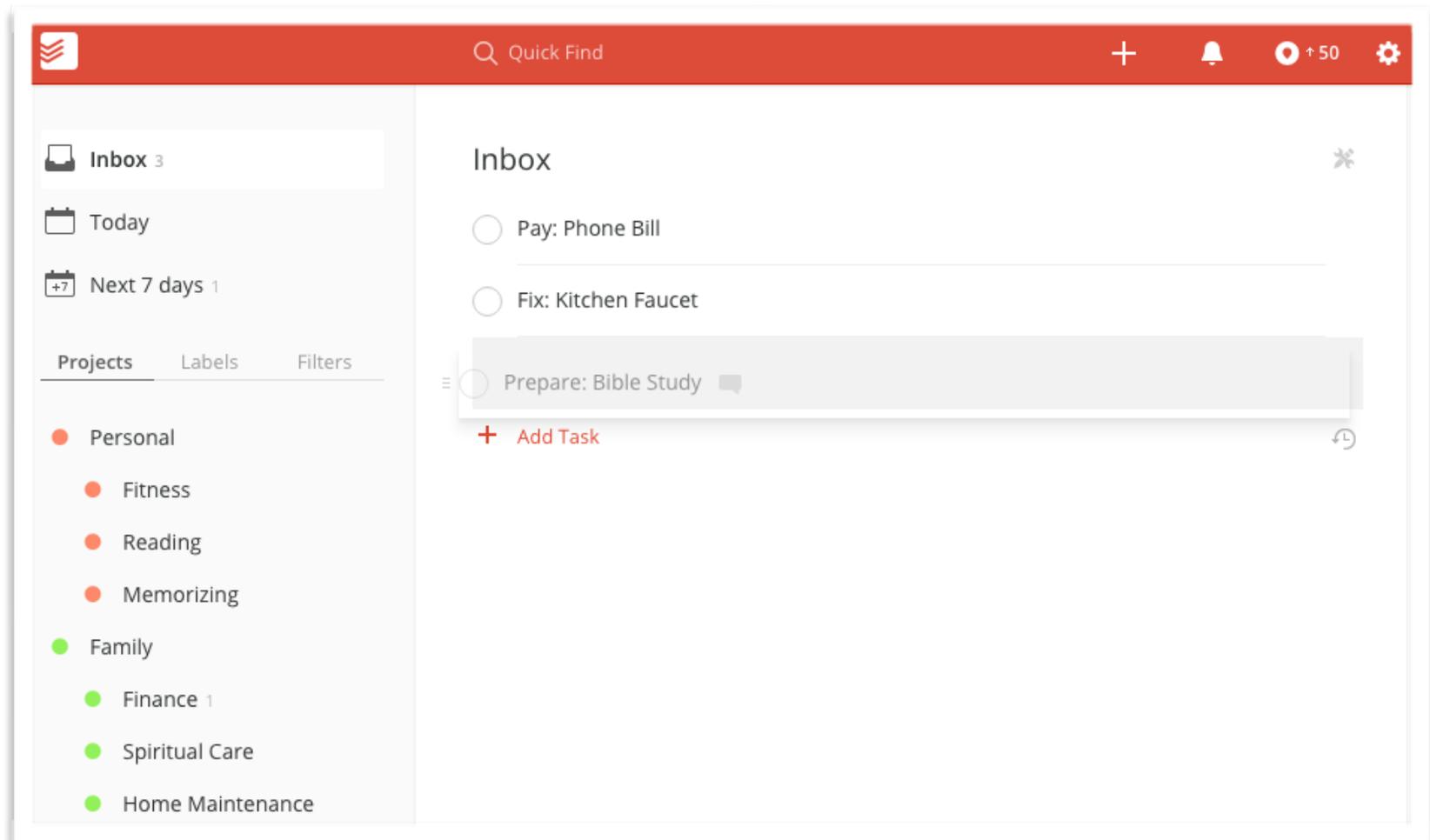
- Pay: Phone Bill
- Fix: Kitchen Faucet
- Prepare: Bible Study

The "Prepare: Bible Study" task is currently selected and being edited. Below the task name, there are "Save" and "Cancel" buttons. Below the buttons is a red "+ Add Task" button.

A date picker is open for the "Prepare: Bible Study" task, showing a calendar for November 2015. The date "26" is selected. The calendar has a header "NOVEMBER 2015" and a footer "Recurring dates and more...".

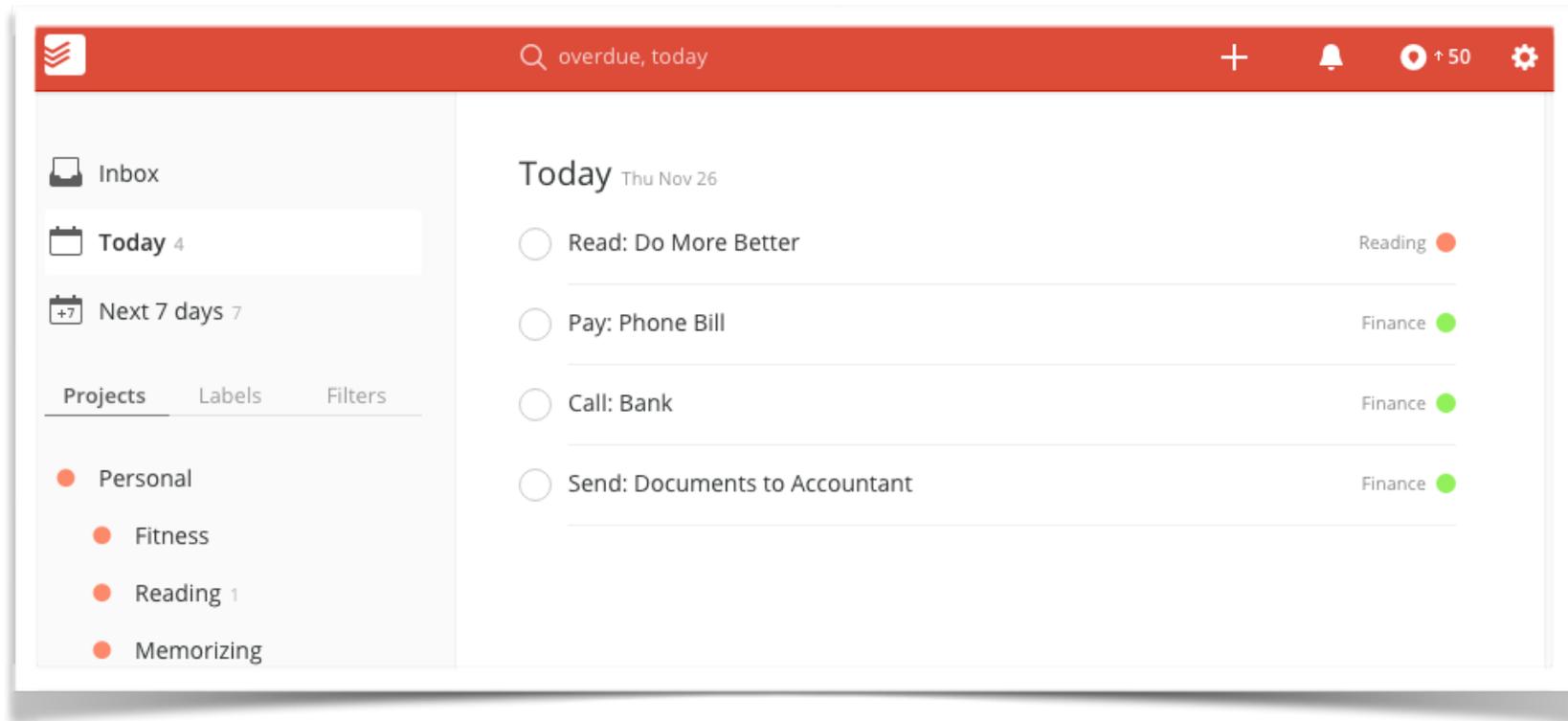
## DEFER

Deferring a task also involves moving it to the appropriate subproject by clicking and dragging it.



# TODAY

Todoist has a Today view to display all the tasks you need to work on or complete today.



# NEXT 7 DAYS

Todoist's Next 7 Days view shows items that will soon be due.

