

**TITLE** Todoist Tutorial | Marian Cowhig Owen

**NOTES** All timestamps are estimates in this version of the storyboard.

**DATE** April 19, 2023



**TIME** 0:00-0:15

**NARRATION**

Hi, everybody, I'm Marian Cowhig Owen, and this is Low-Effort Life, the web series that helps you get your act together, one app at a time.

<opening music, then fades to play under voiceover>

**ACTION**

Animated ink blot (loop if necessary)

Opening credits



**TIME** 0:15-0:30

**NARRATION**

I love a good to-do list. For day-to-day tasks, I rely on pen and paper, but when it comes to tasks you do week after week, a to-do list app can go a long way to help you manage your work and your time. Today we're going to talk about my very favorite to-do list app, Todoist.

**ACTION**

Animated ink blot in background. Line drawing of to do list (R side). Todoist logo comes up (L side). Line drawing goes away, replaced by white text to summarize voiceover.

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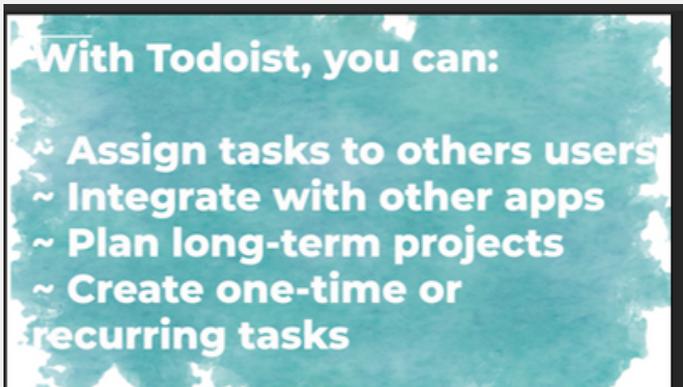
**TIME**    0:30-0:45

**NARRATION**

I've been using this for years now. I use Todoist to track housework, bills, personal care, vet appointments, car maintenance ... if it happens on a recurring basis, I put it in Todoist.

**ACTION**

Start with ink blot from previous section - then quickly flip through stock footage of housework, haircut, vet appt, car maintenance.



**TIME**    0:45-1:00

**NARRATION**

And I'm only scratching the surface of what this app can do. You can share tasks with other users and integrate Todoist with apps you already use, like Slack, Alexa, Outlook, and Trello.

**ACTION**

Ink blot with white text to summarize voiceover

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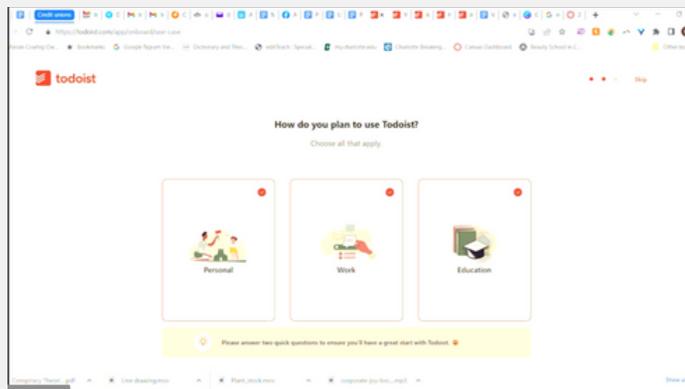
**TIME** 1:00-1:15

**NARRATION**

Okay, you're saying, stop trying to sell me, show me the app already! Let's get started.

**ACTION**

Ink blot animation w/ Part One overlay



**TIME** 1:15-1:30

**NARRATION**

When you create your Todoist account, you can choose to have preset projects for Home, Education, and Work – whichever areas you plan to use Todoist for. Todoist has lots of templates and suggestion lists, so if you need guidance, it's built in.

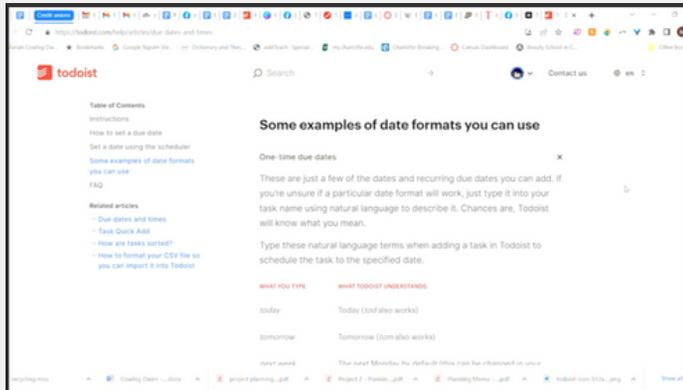
**ACTION**

App footage

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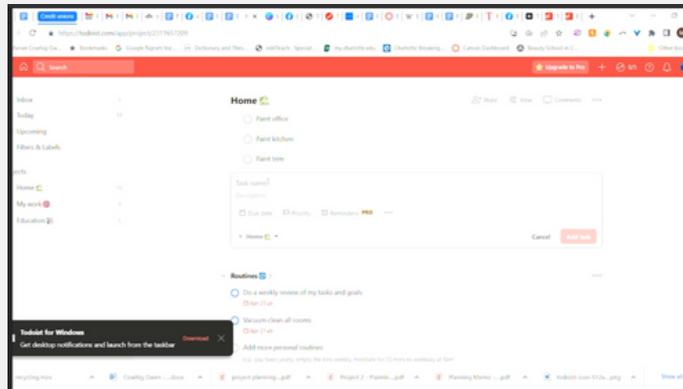
**TIME**    1:30-1:45

**NARRATION**

Here's the feature that makes Todoist unique, in my experience – there are so many ways to structure the due dates for your tasks.

**ACTION**

App footage



**TIME**    1:45-2:00

**NARRATION**

Let's say you have some tasks for home maintenance. Every Wednesday, you need to take your recycling cans to the curb for collection. That needs to happen on Wednesdays, no rescheduling it, and if you miss a week for some reason, you'll have to do it again the following Wednesday.

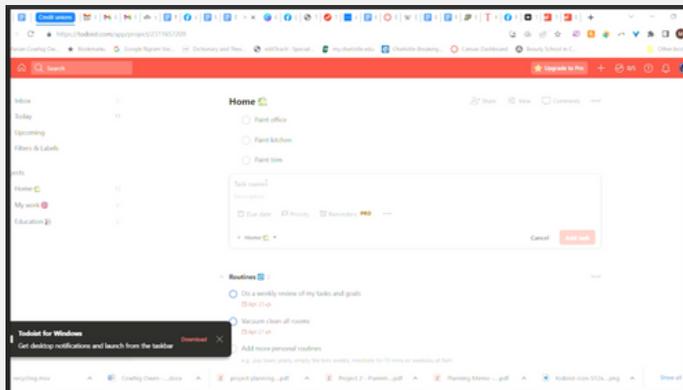
**ACTION**

App footage

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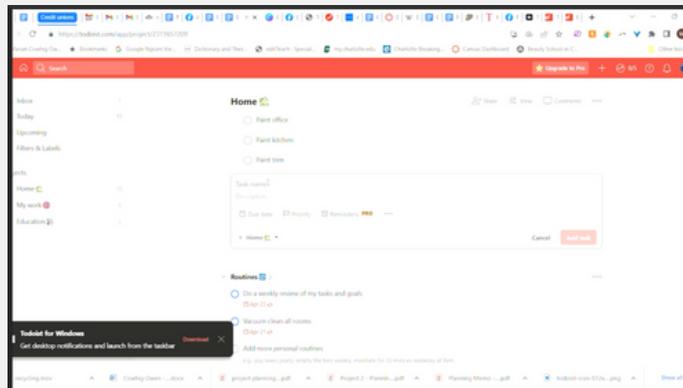
**TIME 2:00-2:15**

**NARRATION**

So we say this is due every Wednesday. And when you mark this week's task as done, the next task pops up – and it's due on Wednesday.

**ACTION**

App footage



**TIME 2:15-2:30**

**NARRATION**

You also have a task for misting your plants. You want to do this about once a week. Now, here's the thing – if you were due to mist the plants on a Monday but you didn't get to it until Thursday, when will you be due to mist them again? Not until the following Thursday, that's right.

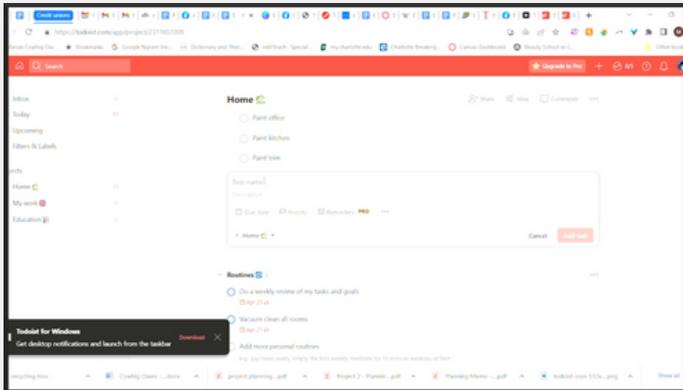
**ACTION**

App footage

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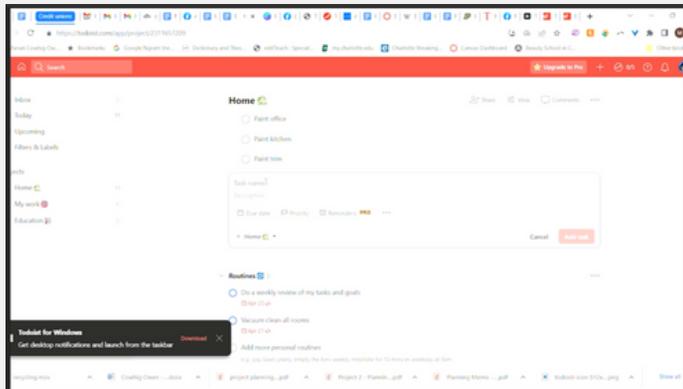
**TIME 2:30-2:45**

**NARRATION**

So when you set up this task, you say it's due every 7 days, with an exclamation mark. And then, when you mark it as done on a Thursday, the next time the task is due is 7 days from then – not from its original due date.

**ACTION**

App footage



**TIME 2:45-3:00**

**NARRATION**

Or let's say you have some annual plant tasks, like spring repotting. There are a few ways you can set this up. You can have this task due every April 1. You can say "every 365 days" – and notice that we didn't use the exclamation mark there, which means the due date will be 365 days from when the task is created, not from when it's

**ACTION**

App footage

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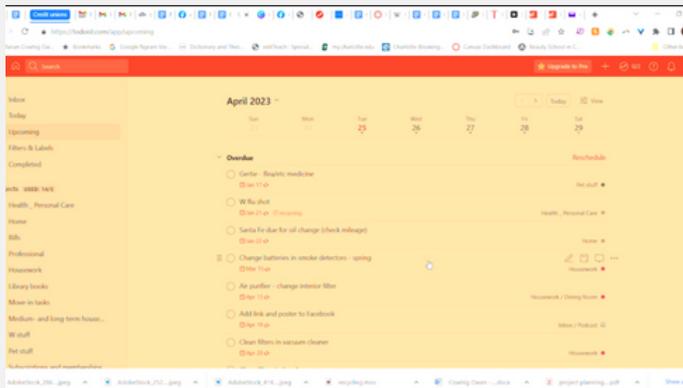
**TIME 3:00-3:15**

**NARRATION**

Everyone's life gets busy sometimes, and you might have trouble completing all your tasks when they're due. How does Todoist handle these? Let's find out.

**ACTION**

Animated inkblot with Part Two text



**TIME 3:15-3:30**

**NARRATION**

When a task in Todoist is overdue, its due date will show in red, and the task will be listed in the Overdue section. You can let the task ride there until you do it, but you can also change the due date. I do this all the time with library books when I've renewed them to keep for a few weeks longer. Click the calendar icon, or swipe if you're using a

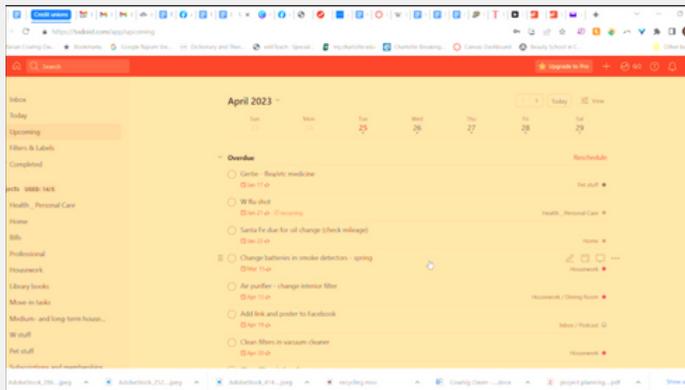
**ACTION**

App footage

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**TIME** 3:30-3:45

### **NARRATION**

If you have several tasks to reschedule at once, and they all have the same new due date, click the three dots above and choose Select Tasks. Choose the tasks you want to reschedule, then choose the new date.

### **ACTION**

App footage



**TIME** 3:45-4:00

### **NARRATION**

I mostly use Todoist for recurring tasks, but sometimes I also use it for long-term projects – things that will take a long time and have multiple steps. This is where subtasks come in.

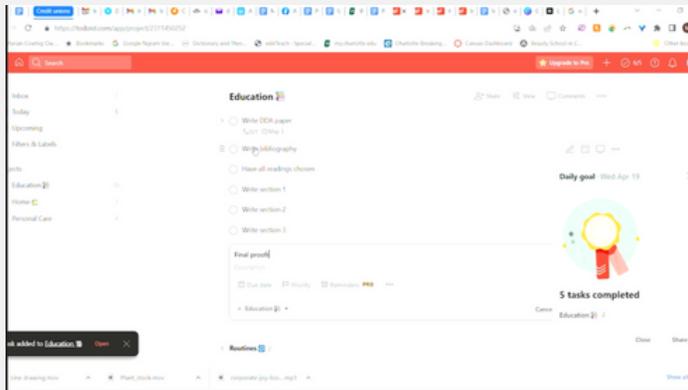
### **ACTION**

Animated inkblot with Part 3 text

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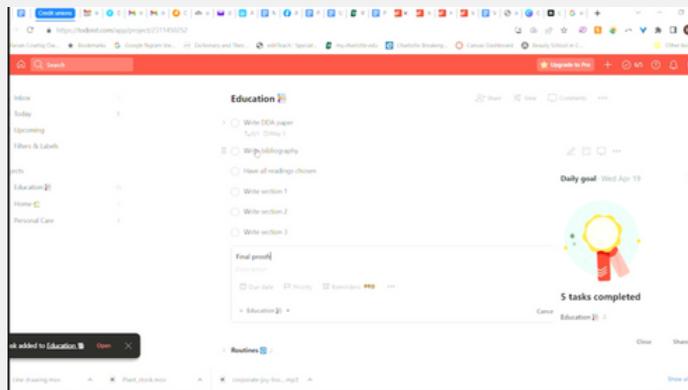
**TIME 4:00-4:15**

**NARRATION**

Start with your overall task. Then create the smaller pieces that will be your subtasks. I find it easier to create the tasks first, then drag and drop to get them in the order and hierarchy you want.

**ACTION**

App footage



**TIME 4:15-4:30**

**NARRATION**

You can have up to four levels of subtasks, so things can get pretty complex if you want them to. For large projects like this, you might want to take advantage of Todoist's team function. Send an email to invite someone to be part of a project team.

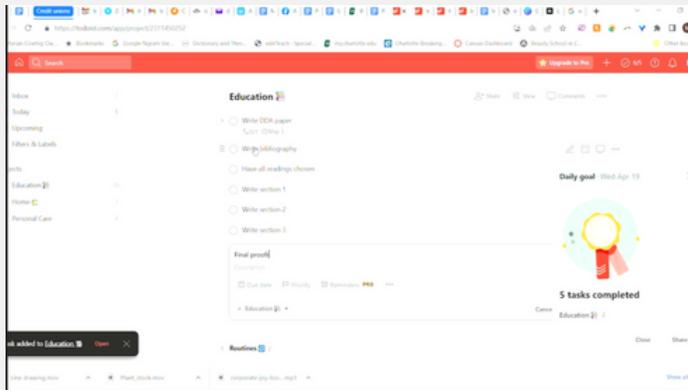
**ACTION**

App footage

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**TIME 4:30-4:45**

**NARRATION**

So that's a quick overview of Todoist. All these features are available in the free version of the app. If you want to upgrade to a pro or business version, there's even more productivity features available.

**ACTION**

App footage?

**NARRATION**

I hope you'll give Todoist a try. If you found this tutorial helpful, let me know by leaving a comment below. Thanks for visiting, and we'll see you next time on Low-Effort Life.

< Music gets slightly louder after voiceover stops >

**ACTION**

Closing credits. Text on animated background

**TIME 4:45-5:00**