



# ProVol Digital

Step by step guide

Todoist



**ProVol Digital**

Professional volunteer management  
and training through digitalisation



# What is Todoist?

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- Todoist is a to-do list and task manager for professionals and small businesses
- It can be used to organize and manage tasks, projects and to collaborate with other team members
- You can combine tasks, projects, comments, attachments, notifications and more to streamline your personal and your team productivity

# Step by step

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Step 1: Getting to know Todoist

Step 2: Creating Projects

Step 3: Collaborating with others

# Getting to know Todoist

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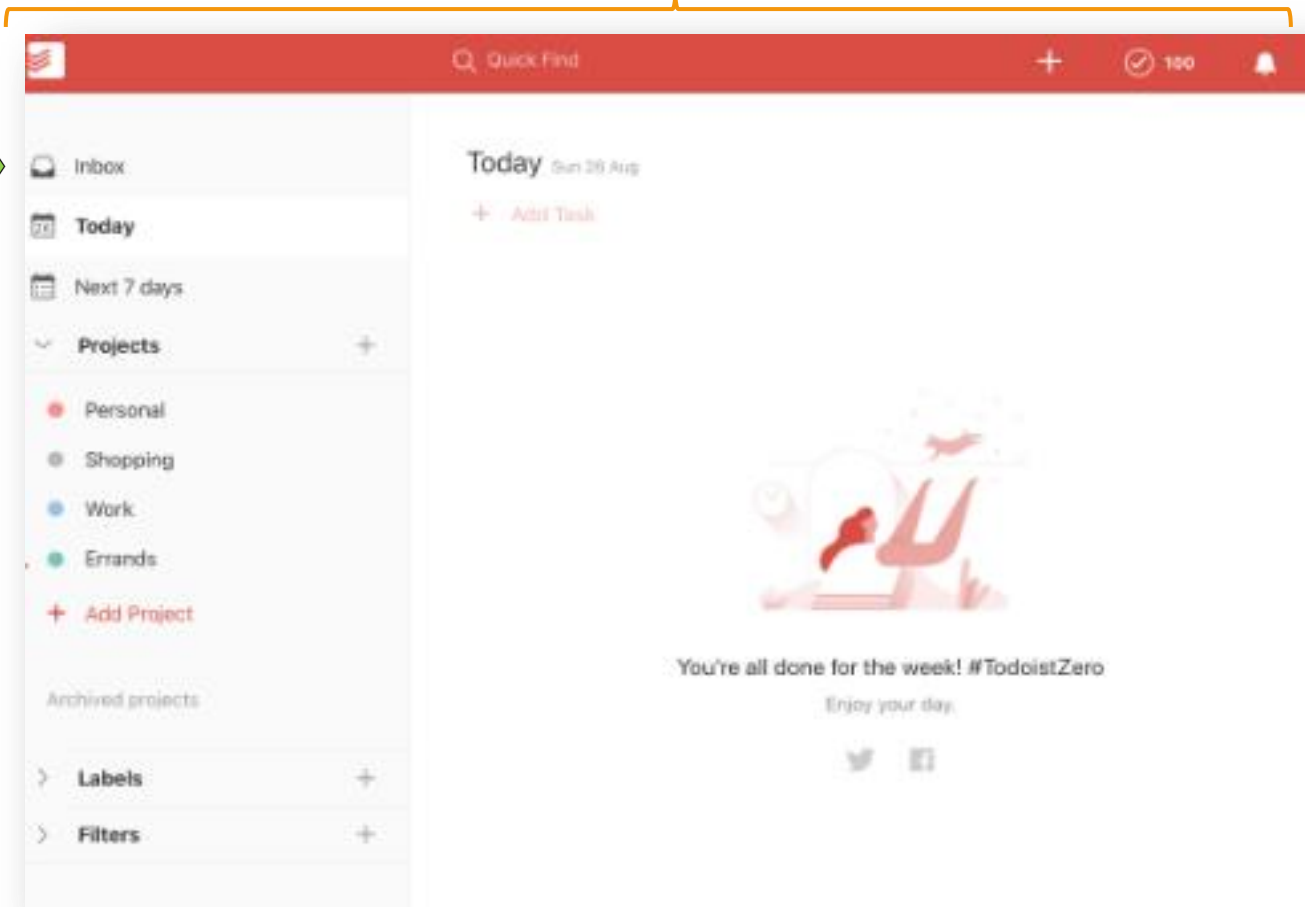
- After you download and Register, you will be presented with the following homescreen
- On the right hand side you'll see your complete lists, and on the left hand you'll see the sidebar and in it your inbox and your list of tasks which can be categorized.

# Getting to know Todoist

Homescreen

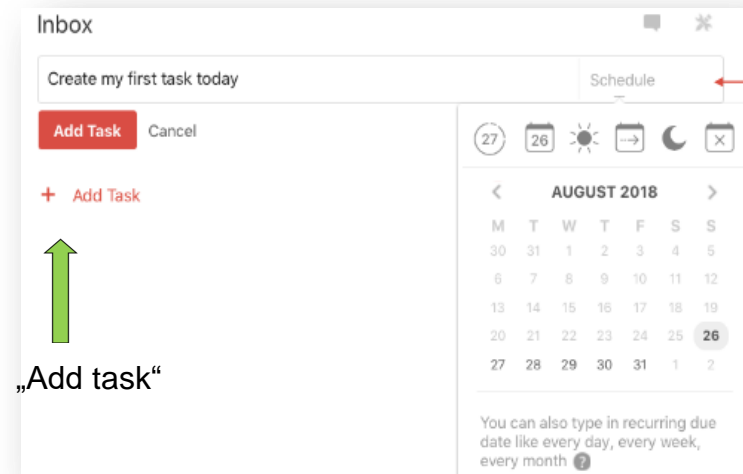
Inbox →

List of tasks



# Getting to know Todoist

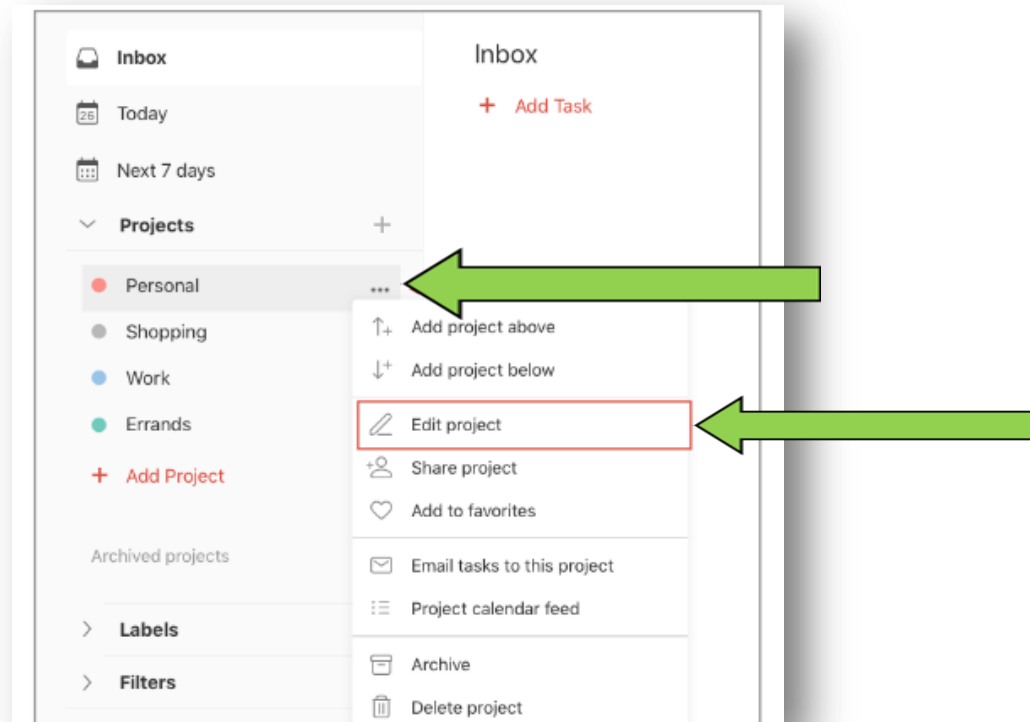
- To add task, go to your inbox and click “+ Add Task“, this will open a text field where you can write your task.
- You can tap the schedule field to add a date to your task. You can also create recurring tasks by adding every to your date, ex: every Friday, every two days, every 1 (means every 1st of the month).



add a date to your task

# Creating Projects

- Click on the 3 dots next to your project name to edit project
- Click on + Add Project



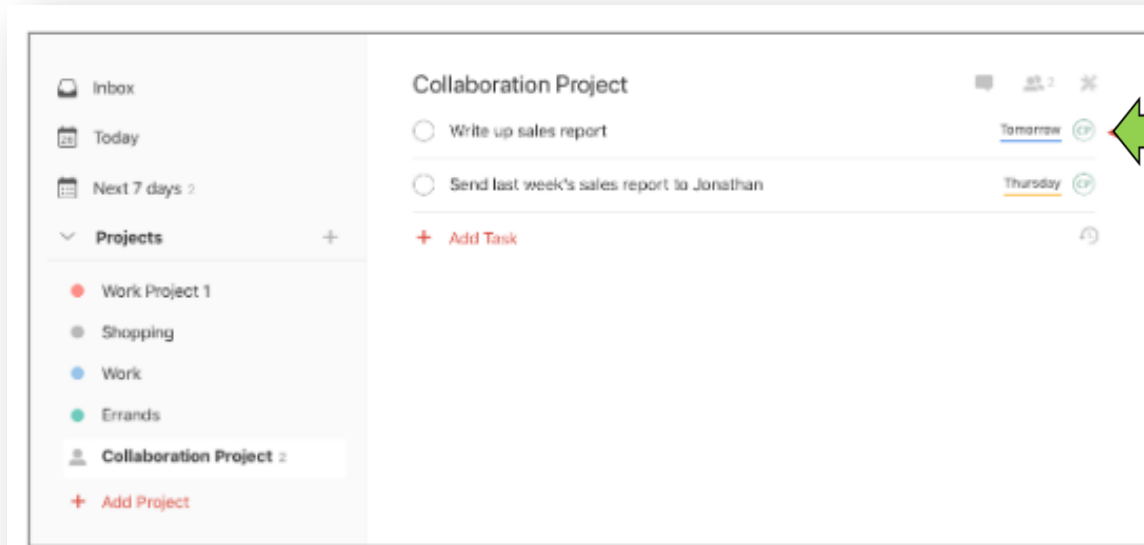
# Collaborating with others

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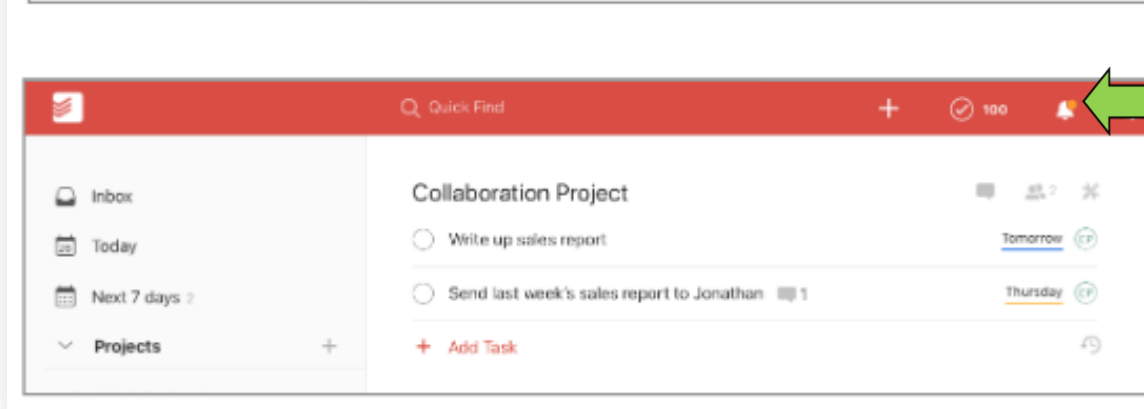
- Only those who have a premium/business Todoist account can share projects with others.
- Those using the free version, will only be able to see projects/tasks assigned to them.
- When you are invited to a project you will get a notification. When a task is assigned to you will see your avatar/image/initials at the side of the task due date.



# Collaborating with others



Due Date



Notification