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walkthrough of all the  
app's features, but

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you'll also discover many advanced strategies for focusing on the tasks that truly matter.

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to Create Actionable

To-Do Lists will help

you rethink your to-do

lists. It's easy to begin

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each day with a lengthy list of tasks

without a clear

direction of what to

focus 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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level in my Todoist,

and I thought since

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also about Mac  
productivity that I

would share my

workflow, strategies

and automations

using Todoist.

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like a Master. Todoist

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And after reading this

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things to learn, on the contrary, I don't want to label everything or concentrate on "big" tasks. Todoist is a lifesaver for me and this book is useful for those who are still starting to use it.

Using Todoist - Get Started With The Basics

Just installed Todoist,

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perfect! There are dozens of Todoist-

related videos to help!

One of the most popular to-do list

applications is now ready to conquer!

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of every link that is

mentioned in Master

Todoist to help with

your self-educational

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management If

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advanced project

management software

seems like overkill,

Todoist offers an easy

and economical way

to keep your team's

projects on track.

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Todoist to manage  
projects and tasks so  
I thought I would  
share how I use  
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done and be more

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shortcut Q to open the  
add task window, type  
in your task name,  
and press Enter. We

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