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