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Getting Things Done with Todoist

Daniel LeFebvre

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With millions of users around the world, Todoist has quickly grown to be an incredibly popular task management app. Although it wasn't created specifically for David Allen’s Getting Things Done (GTD) methodology, the powerful Todoist is very capable of helping you achieve the "mind like water" that David Allen suggests we all try to go for.

As an avid GTD’er since 2002, this book is an actionable exploration into my GTD implementation in Todoist. If you're serious about being productive, this is a practical no-holds-barred guide to helping you implement GTD in Todoist.

Chapter 1: Let's Meet
In this first chapter, we'll go over what you can expect to get out of this book.

Chapter 2: Free vs. Premium
Todoist has a free version that is extremely powerful in its own right. Should you spring for Todoist Premium? This chapter explores some reasons why you should or shouldn't.

Chapter 3: Limitations and Workarounds for GTD
Since Todoist isn't specifically meant for GTD, there are some limitations in the app that keeps it from being a pure GTD app. In this chapter, we'll look at some of those limitations and how to get around them.

Chapter 4: Organizing Todoist
This chapter is an in-depth explanation of how I have Todoist's projects, labels and filters set up for GTD.

Chapter 5: Todoist or Not Todoist?
Although Todoist is a great tool, it can't do everything. In this chapter, we'll look at some of the other tools I use to round out my GTD workflow.

Chapter 6: Making It All Work
By this point, you'll have a good idea of the tools used for GTD. This chapter is all about how I do my GTD reviews and the workflows I've spent over a decade honing to get stuff done.

Chapter 7: Practical Guides
In the final chapter, you'll get a practical look at some of the processes and workflows I use for implementing and automating GTD in Todoist.

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