

## 80 tips for Swift To-Do List

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In this PDF report, you will find 80 tips for Swift To-Do List – both basic tips for beginners and advanced tips for power-users.

I recommend you to read these tips after you've started successfully using Swift To-Do List to get in control and your tasks organized. The free [Get Organized Step-By-Step](#) e-book can help you achieve that very quickly.

The advanced tips presented here will help you become more efficient. The basic tips can help you remember what Swift To-Do List can do or give you an idea for new ways of using its features.

Some of the following Swift To-Do List tips might give you "AHA!" moments. And if you use Swift To-Do List daily, some of these tips can potentially save you a lot of time and boost your overall efficiency and productivity.

You can also print this 10-page document and highlight the interesting tips. Enjoy!

– Jiri Novotny, [Dextronet.com](#) co-founder and [Swift To-Do List](#) designer

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## Database and backup tips

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1. Backup your database safely and automatically into the cloud. Even if your HDD breaks down or your computer gets stolen, you will still have your tasks. To do this, sign-up for the free Dropbox or SkyDrive service, and relocate your database file using menu **File – Relocate Database** to your Dropbox or SkyDrive folder. [Learn how to set this up.](#)
2. If you are a single user and want to keep your database synchronized among multiple computers, use the free Dropbox or SkyDrive as [explained in our tutorial](#). (Added advantage is that you will have a secure, automatic backup of your database in the cloud.)
3. You can run multiple copies of Swift To-Do List at the same time – for example, one with your personal tasks, and one with your work tasks. Learn more in Swift To-Do List help file, chapter "Multiple Instances".
4. If you want to keep your personal and work tasks completely separate, consider using multiple databases. However, it's currently not possible to join the databases, so think twice before making any changes. To split your database into two, create a copy of it, then delete a different "half" of to-do lists from each of the two database files.
5. Use menu **File – Deploy to USB Flash Drive** to put Swift To-Do List on a USB thumb drive. You can also deploy it to a regular folder on your computer, and use this feature to quickly create a complete backup of your database, settings file, and the program executable.
6. If you use a shared computer, consider encrypting your database. Use menu **File – Options**, then go to the **Encryption** tab.
7. It's currently not possible to copy tasks between different Swift To-Do List databases – but it will be possible in the future using the Sync feature.
8. To see where your database and settings file are stored, use menu **File – Advanced – Current Database Info**.

## Efficiency and time saving tips

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1. To quickly add multiple tasks at once, use menu **Task – Add Multiple Tasks** (Ctrl+H). This is perfect for mind-dumps, brain storms or when capturing tasks after a meeting.
2. Drag and Drop email messages into Swift To-Do List to quickly create tasks from them. Learn more about this incredible time saver [on our website](#).
3. If you use Outlook, then use the [Outlook Add-In](#) to create tasks from emails with just 1 click. (Ultimate edition only)
4. Use the global hotkey to quickly show or hide Swift To-Do List. It's **Ctrl+Alt+S** by default, configurable in **Options** (use menu **File – Options**, then the **Hotkeys** tab).
5. When you are having a presentation and want to quickly add a task without opening Swift To-Do List, use the global add task hotkey (**Ctrl+Alt+A** by default). You can customize it in **Options, Hotkeys** section. Also, you can customize into which to-do list these tasks are added, so you can create an "Inbox" to-do list.
6. Use the **Email Task** feature to email tasks directly from Swift To-Do List to others or to yourself. Just right-click a task, and click **Email Task** (or press **Ctrl+Alt+E**).
7. You can select some text in virtually any application, press global hotkey for adding a task from text, and the **Add Task** window will appear with the selected text as the task name. To configure this hotkey, use menu **File – Options**, and go to the **Hotkey** tab.
8. Learn some of the [many supported hotkeys](#) to save time. For example, add tasks with **Ctrl+T** and subtasks with **Ctrl+M**. Swift To-Do List supports hundreds of hotkeys and can be controlled entirely using keyboard. If you use Swift To-Do List daily, learning the hotkeys can save you a lot of time over the long run.
9. When you select some tasks and press **Ctrl+C**, the selected tasks will get copied to clipboard as a plain-text list. You can paste it into an email, a Word document, notepad... anywhere. You can also paste it right back into the task-view to create a copy of it quickly.
10. If you have a plain-text task (or multiple tasks) in the clipboard, you can simply paste them into the task-view using **Ctrl+V**.

11. You can move tasks up, down, left or right with hotkeys. Just select the tasks, then press **Alt+Left**, **Right**, **Up** or **Down** arrow.
12. Quickly switch between to-do lists by pressing **Ctrl+Tab** or **Ctrl+Shift+Tab**.
13. Quickly switch between tabs in the **Add/Edit** Task window using **Ctrl+Tab** and **Ctrl+Shift+Tab** (just like in your web browser).
14. To add a file or email as a task attachment, Drag and Drop it into the task notes.
15. Quickly upgrade your license or buy additional licenses with a discount using menu **Help – Buy Upgrades or Extra Licenses**.

## Reminder tips

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1. If you don't use reminders, start doing so! Use them for things that must be done at a specific time (appointments, meetings, etc.). Or, use them to send yourself message into the future – a reminder that you want to do something. You can also use them to wake yourself up from computer hyper-focus/trance.
2. You can setup an "hourly" reminder, which can automatically remind you every X hours or minutes. Consider creating a "take a break" reminder every 90 minutes to get up, stretch, drink a glass of water, walk around for a bit, etc. To create the recurring reminder, add a new task, and in the **Recurrence** tab of the **Add Task** window, select "**Hourly**".
3. The reminder sound can be customized. Use menu **File – Options**, then go to the **Reminder** section, and check **Custom Sound**. Pick any .wav file (Windows comes with a bunch of .wav sounds, and Swift To-Do List will allow you to easily choose one.)
4. Customize how many times the reminder sound is played, and how long the pauses are between the sounds. Do so using menu **File – Options**, in the **Reminder** section.

## Productivity and focus tips

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1. Use the [time tracker](#) to track how much time total have you spent on a task. Just right-click any task, and in the popup menu, choose **Time Tracking or Timer – Start Time Tracking**.

2. Use the countdown timer for beating procrastination. Identify the smallest next possible action on the task you are procrastinating on, then start a 5 minute timer and try to make as much progress as possible. (To start a timer, right-click the task, and in the popup menu, click **Time Tracking or Timer – 5 minute timer**).
3. If you are having a hard time focusing, try starting a timer for the task. The floating timer window will help you keep focus on the task. Whenever you get distracted, it will gently remind you that you should be working on the task.
4. If you feel overwhelmed and quickly want to create a short "Focus Today" to-do list, select all the tasks in your list except the tasks you want to focus on today, right-click them, and in the popup menu, select **Batch Edit – Hide Until Date**. Then select tomorrow as the **Hide Until** date. These tasks will then get hidden until tomorrow.
5. When you really need to focus on a single task, right-click it and print it. Then put the printed paper in front of you, remove all other papers and documents from your desk, and close all applications.

## Print, export and import tips

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1. If you've never printed your to-do list or the most important tasks, try it for a change! Printed to-do list on your desk might boost your productivity.
2. Import tasks from Excel or any program that supports CSV export (Outlook, Lotus Notes, and many others). Just obtain the CSV file, then use menu **File – Import Wizard** in Swift To-Do List. Tasks imported this way are added to your database – they don't overwrite it, don't worry.
3. Export your to-do lists to Excel. To do that, use menu File – Print or Export. Configure what to include, then click the Export button, and select "CSV" as the output format instead of HTML. (CSV files can be opened in Excel.)
4. [Import notes](#) and memos from MS Word, HTML, RTF, plain-text and more formats. Use this toolbar icon:



5. [Export notes](#) and memos to PDF, MS Word, HTML, and many other formats. Again, use the icon shown above.

## Task management tips

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1. Deleted tasks can be recovered using menu **Manage – Archived Tasks**. You can also browse your task history there, and look at what you've accomplished in the past.
2. Create multiple to-do list in the tree. Organize your tasks by area, project, topic or category.
3. Keep an "ideas list" in your Swift To-Do List. Use menu **Tree – Add To-Do List**, and in the **Add To-Do List** window, enter "**Ideas**" as the list name, and select "**List**" as the type. Put all your ideas into this new list – that way, they won't clutter up your main to-do list or your mind.
4. Expired due dates can be automatically rolled over to today's date. To enable this, use menu **File – Options**, go to the **Task-View** section, and check "**Roll-over Due Dates**".
5. Done tasks can be automatically archived – either immediately, or after X days. Use menu **File – Options**, go to the **Task-View** tab, and check "**Automatically archive done tasks**" at the bottom.
6. The to-do list tree can be automatically alphabetically sorted. To enable this, use menu **Tree – A-Z Sorted Tree**.
7. Tasks with subtasks can have their **Percent Done**, **Time Estimate**, **Time Spent**, **Due Date**, **Start Date** or **Priority** automatically computed from their subtasks. You can enable this using menu **File – Options**, in the **Subtasks** section.
8. To quickly clean done tasks from your lists, use menu **Edit – Clean Done Tasks**. A "**Clean Tasks**" window will appear, allowing you to customize which tasks to archive or permanently delete.
9. Customize the priorities so they work for you. You don't have to use the default Highest, High, Medium, Low, Lowest priorities. Experiment! To customize them, use menu **Manage – Priorities**. (Tip: Prioritizing tasks by urgency usually works better than prioritizing them by importance. You can also fuse both ways.)
10. You can Cut, Copy and Paste tasks and to-do lists. Simply select them, and press **Ctrl+C** to copy them. Then paste them using **Ctrl+V**. (Note: This currently doesn't work between different database files.)

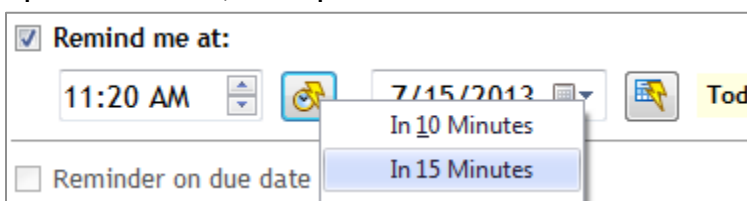
11. To quickly copy a task, drag and drop it while holding the **Ctrl** key. Drop it either on a to-do list in the tree, or to a position in the task-view.
12. To quickly copy a to-do list, drag and drop it while holding the **Ctrl** key.
13. You can create "template" to-do lists and check-lists in the tree. Just create a new to-do list and put some tasks into it. Then whenever you need to, copy the to-do list: Either by using the **Ctrl** + Drag and Drop trick with mouse, or using **Ctrl+C** and **Ctrl+V**.
14. Create a separate "Waiting for" to-do list and move tasks that you are waiting for into it. Or, add a prefix into the task name of the tasks, so they read "[Waiting] Task name". Or, use the **Status** column to set the "Waiting" status. Also, consider using the **Assigned To** column to track who you are waiting for.
15. When you run out of the available columns, you can use prefixes in the task names (e.g. put "[Waiting]" in front of the task name).
16. If you delete or edit something by mistake, just use menu **Edit – Undo**.
17. You can sort your to-do list by multiple columns. To do that, hold the **Ctrl** key while clicking the additional columns. For example, to sort your to-do list by **Due Date** first, **Priority** second, click the **Due Date** column, then hold the **Ctrl** key and click the **Priority** column.
18. You can easily join any two task **Priorities** (this also works for types, contexts, statuses, contacts). To do that, use menu **Manage – Priorities** and in the **Manage Priorities** window, simply delete the priority that you want to join with other one. Swift To-Do List will ask you what priority you want to set for tasks that are currently using the deleted priority. This will essentially merge these two priorities into one.
19. If you have a file attachment that is just a shortcut and not embedded directly in the database, then if you want, you can right-click it, and click "**Make embedded**" in the popup menu. That will put it directly into your Swift To-Do List database file, so it won't be a shortcut anymore. ([More on embedded attachments](#))
20. When you manually reorder some subtasks, your to-do list will remain sorted by the column like before. Just the subtasks of that particular task will have your new custom order and won't be sorted by the column (e.g. by **Priority**).

21. If you had a custom ordered to-do list, but sorted it by some column, you can restore the custom order by holding the **Ctrl** key and clicking the column using which the list is now sorted.

## Customization tips

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1. Hide the panels you don't use – you can hide the tree, the info panel below the tree, the small calendar panel, the main toolbar, the notes panel. Use menu **View** to do so.
2. Customize the tree icon size. You can choose from these sizes: 16, 24, 32 and 48. The default size is 24. Use menu **File – Options**, then go to the **Tree** section.
3. Try renaming columns if you own the Ultimate edition. For example, re-purpose the **Context** or **Type** columns to something else that would be more useful to you. Just right-click any column, and select "**Rename**".
4. You can create a custom filter that will show and filter ALL tasks, not just the current view. Use menu **Manage – Filters**, then click the **Add** button (or edit some existing filter). Then use the "**Advanced**" tab in the **Add/Edit Filter** window. In the **Advanced** tab, select "**All Lists**" at the top.
5. To select default values for your new tasks, use menu **File – Options**, and go to the **New Tasks** tab. For example, you can decide that you want tasks to have tomorrow **Due Date** by default and **Low** priority by default.
6. [Color tasks](#) based on their properties.
7. Customize the fonts and text size for the to-do list tree, task-view, and notes. Do so using menu **File – Options**.
8. You can change the back-color and text color of the to-do list tree, task-view and notes. Again, you can do this using menu **File – Options**.
9. You can change the [default reminder time](#) by using the "**Quick preset**" buttons upon the time/date pickers:



## Calendar panel and filter tips

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1. Use the calendar panel below the tree to view your tasks due today with 1 click. Just click "**Open calendar**" below the tree. That will filter the task-view and show only tasks for the date selected in the calendar. (You can select other dates, and even select multiple dates at once.)
2. When the calendar is open, you can Drag and Drop tasks onto a date in the calendar to re-assign them to that date.
3. Calendar Panel can work in several modes. By default, it shows just tasks Due on a certain day. But it can also show tasks based on **Start Date**, **Hide Until** date, **Creation Date**, **Change Date**, or combinations. To customize this, right-click the **Close/Open Calendar** label below the tree, and select **Calendar Mode** in the popup menu.

## Filter tips

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1. Create your own custom filters. It's easy and fun! Just use menu **Manage – Filters**, and click the **Add** button. You can also edit the default filters.
2. If you have any to-do list with non-actionable items (such as ideas, inventory, grocery list, contacts, etc), double-click the to-do list to edit it, and set its type to "**List**" instead of "**To-Do List**". That way, items in the List won't have checkboxes, and you can also easily hide them when using filters (use menu **Manage – Filters**, edit any filter, and in the **Edit Filter** window, go to the **Advanced** tab to enable hiding of tasks from "lists").
3. Quickly switch filters using hotkeys – **Ctrl+1** to **Ctrl+9**. Click the **Filter** button in the main toolbar to see the hotkeys.
4. Switch the view modes using hotkeys: **Ctrl+F1** to see the current to-do list, **Ctrl+F2** to see the current to-do list plus sub-lists, and **Ctrl+F3** to see all to-do lists.
5. **Ctrl+click** a to-do list in the tree to view that to-do list and switch the view mode to "**Current To-Do List**" at the same time.
6. To view tasks that you've **Hidden Until** a future date, check the menu item **View – Tasks Hidden Until Later**. Uncheck it to hide them again

## Notes and memo tips

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1. If you don't use [memos](#), try them! Memos are task-independent notes in the tree. Memos are perfect for storing any information not related to a specific task. To create a memo, just use menu **Tree – Add Memo**.
2. To quickly paste date and time into notes or memo, press **Ctrl+D**. You can use this hotkey even when writing task names.
3. To remove formatting from notes or memo, select the text where you want to remove the formatting, and then press **Ctrl+Alt+R**.
4. To paste anything as plain-text into notes or memo, use **Ctrl+Alt+V** instead of **Ctrl+V**. You can even go to **Options**, and in the **Notes** section, make it so that **Ctrl+V** will paste plain-text without formatting.
5. In task notes/memos, you can right-click a word that is marked as misspelled, and choose "Ignore" or "Add to dictionary". Swift To-Do List now (since 8.0567) remembers the ignored and added words.

## And a final tip –

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- Contact us anytime with any questions or whenever you need help. Just use menu **Help – Contact Us**, or send us an email to [support@dextronet.com](mailto:support@dextronet.com). We are always happy to help you!