



# Swift To-Do List cheat sheet

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## Key ideas to master

1. **Keep your head empty.** When you keep *any* important tasks in your mind, and not in your computer (Swift To-Do List), you will be ineffective and possibly stressed.
2. **Capture new tasks immediately** when they come to you to stay organized.
  - **System-wide hotkey to open Swift To-Do List is Ctrl + Alt + S.**
  - **System-wide hotkey to Add Task is Ctrl + Alt + A.**
  - You can customize the hotkeys using menu File - Options. Then click Hotkeys.
3. **Consolidate all your tasks into Swift To-Do List.** Having just one place for all your tasks is liberating. The golden rule of organizing tasks is: Keep them in one place!
4. **Prioritize** by setting high priority to tasks you want to do soon. Optionally set Due Dates to plan what are you going to do today and tomorrow. Don't have too many high priority tasks.
5. **Break complex tasks down using subtasks.** This allows you to enjoy your work more, because you can get going easily, and see your progress clearly.

## Useful features to master

- **Memos**, task-independent notes you can create in the to-do list tree. Use menu Tree - Add Memo to create one. Use memos to store information unrelated to any individual task.
- **Hide Until** field allows you to "snooze" tasks and keep your list short & sweet. Just edit some task, and set it's Hide Until date. The task will disappear until that date.
- **In-place editing** - select a task, and click inside the cell you want to edit.
- **Batch editing** - select multiple tasks, right-click them, and use the Batch Edit menu item in the popup menu
- **Attachments** allow you to attach related files, folders, emails, links, and more to your tasks and memos. Simply Drag and Drop files into the notes area to attach them.
- **Task notes**, always displayed in the bottom panel for the selected task. Use them to capture information and thoughts related to individual tasks.
- **Creating tasks from emails** - Drag and Drop email messages into Swift To-Do List from desktop email clients. If you use web-mail, you can export the emails to .eml files first, then Drag and Drop these files into Swift To-Do List. Or just use Copy and Paste.
- **Subtasks** allow you to break complex tasks down. Select a complex task, then click the Add Subtask button. Or, use menu Task - Add Multiple Subtasks to add more subtasks at once.
- **Time Tracker** helps you overcome procrastination and resistance to work. Having hard time getting started on some task? Simply right-click that task, and use the Time Tracker menu item to start a 5 minute timer. Then try to make as much progress as possible during the 5 minutes.