Welcome to Todoist for Business.

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Start Using Todoist for Business

Welcome

Hi– you've just joined Todoist for Business, the best tool to increase your team's productivity and your workplace's organization. Ours is the *only* software that lets you and your team seamlessly delegate tasks, discuss to-dos, and share files across 15+ different platforms. We look forward to helping you and your colleagues achieve your organization's most important goals. **Let's get started.**

What is Todoist?

Todoist exists to help people improve their lives– when you're more productive, you have more time to enjoy life and achieve your goals. Todoist is used by over four million people around the globe who've entrusted us with their *most important* personal and professional tasks. Todoist can help you **manage your business**, increase your sales, improve your team's productivity, and more. Your goals are our foundation.

Not just another to-do list app

Housing the tasks of millions of people is not something we take lightly. At Todoist, your experience is our top priority, which is why we've worked tirelessly to create the most robust, yet beautifully simple task manager on the market. Here are some differentiators that you won't find in any other to-do list software:

- **Truly multiplatform:** Todoist is on 15+ different platforms including top-ranked mobile apps, web browsers, and popular email clients so that your to-do list is always at your finger tips.
- **Expandable projects:** create projects in Todoist that you can organize with various sub-projects, share with other people, and color code for easy reference.
- **Powerful task features:** get everything done and stay organized with tasks, sub-tasks, reminders via SMS/email/push notifications, labels, filters, task notes, file uploading, and more.
- **Always in sync:** your entire task list is synced in real-time, across all platforms, 24 hours a day.

Todoist for Business Admin Features

In your Todoist for Business Admin panel you can manage your team's entire account and settings in one centralized, simple-to-use location. Add and/or remove users, access billing information, set privacy settings and more, all from the same panel.

Manage users

- Open the **Users** tab on the left side of your admin console to see the number of active and invited users on your team.
- To make a team user an admin, reset a user's password, or remove a user, click the gear icon to the right of the member's name and select from the drop-down menu.

Set sharing permissions

- Open the **Sharing** tab on the left side of your admin console to either change or set shared project permissions. Determine whether projects can be shared outside of the business account and/or whether people can join projects outside of the business account.

Access account and billing details

- To see your current plan and billing information, track all of your transactions and download invoices, open the **Account and Billing** tab on the left side of your admin console.

Access Todoist in one click

- Directly access your to-do list in Todoist by simply clicking on the top-right gear icon in your Admin panel.

Privacy and safety

- Todoist employs a 24/7 engineering operations team that maintains up-to-date firewall protection, intrusion detection, and access control audits on multiple levels. All communication to and from Todoist servers is fully SSL-encrypted with a 256-bit key. We never access user data and we never pass it to third-parties.

Fall in love with Todoist for Business

It doesn't take much to fall in love with Todoist. First, we recommend that you and your team members watch this short introductory video: **Todoist Quick Tour**.
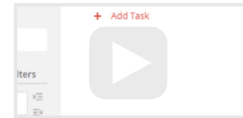
Install Todoist on the platforms you use

1. **Download Todoist for mobile devices**

   • Our beautifully simple native apps are available for **Android phones** and **Android tablets**, **iPhone**, and **iPad**. You and your team can access Todoist from anywhere, at any time.

2. **Add Todoist to your web browser**

   • With Todoist's browser plug-ins for **Google Chrome** and **Firefox**, you and your team can save any URL as a task. Especially useful for doing research and surfing the web for inspiration!

3. **Link Todoist to your work email**

   • Powerful plug-ins for **Outlook**, and **Gmail** allow you and your team to convert emails into tasks with just one click. Finally take control of your inbox!
   • **Emailing tasks:** If your organization doesn't use the aforementioned email clients, you and your team can set up **emailing tasks** where you use a project's special email address to forward emails as tasks to this project.
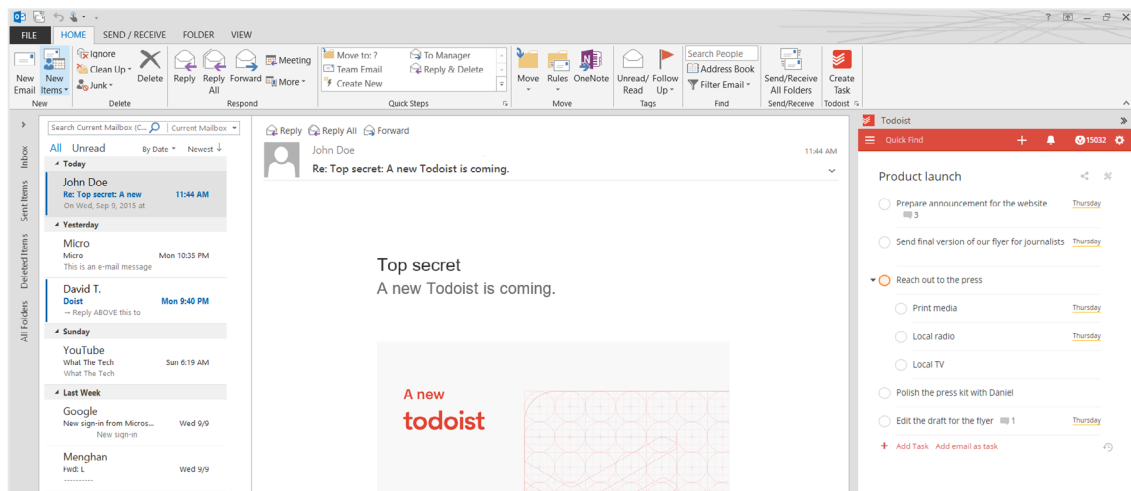
Create projects to get organized

Start by creating a handful of work-related and/or personal projects to which to add tasks. For example: *"Product Launch"*, *"Emails to send"* or *"Errands to run"*.

- **Share a project** with a coworker in order to collaborate in groups and assign tasks to the correct people. Read more about **collaborating with Todoist**.
- **Add a sub-project** to help divide a big project into separate action sections, like: *"Product Launch Operations"* and *"Product Launch Marketing"*.

## Power-up your tasks

1. **Add tasks to your new projects**

   - Make the most of your to-dos with **recurring tasks** (for example: *"every Monday"*), sub-tasks, **labels**, and **task reminders** via SMS, email, or push notification.

2. **Attach files to your and your team members' tasks**

   - **Upload files** to your business tasks directly from your desktop or from Dropbox or Google Drive. Everything you and your team need will be in one place– also, you can share files with other team members.

3. **Assign tasks to other team members**

   - Delegating has never been easier– add comments to converse with coworkers in the task thread, receive notifications, upload files, and more!
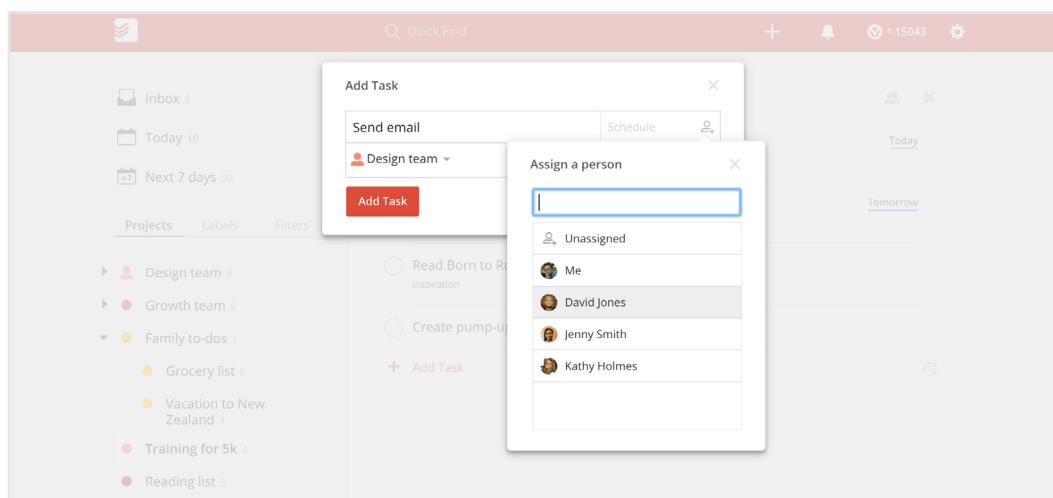
Integrate Todoist for Business into your day-to-day

Todoist can be used in any array of businesses and settings– from **Pharmacies** to **professional blogs**. Here are some ways you and your team can work our software and apps into your day-to-day work activities.

Plan and execute an important project

Let's imagine we're still working on the *"Product Launch"* project. Something that important can easily be planned, managed, and executed in Todoist for Business. Here's how:

- **Invite** your colleagues to join the project Product Launch.
- Create **tasks** and **subtasks** in each section to simplify big actionables. For example– task: *design an email newsletter*, subtask: *translate email newsletter into Japanese*.
- **Delegate** subtasks to your invited colleagues to make sure their specific tasks get completed. Start **in-task conversations** with your colleagues and receive alerts when someone comments, uploads a file, or completes a task.
- Set task **deadlines** and **priorities** to stay on top of all your project's to-dos.
- See your project's **overall progress** with all of your projects, tasks, and subtasks visible in one place.
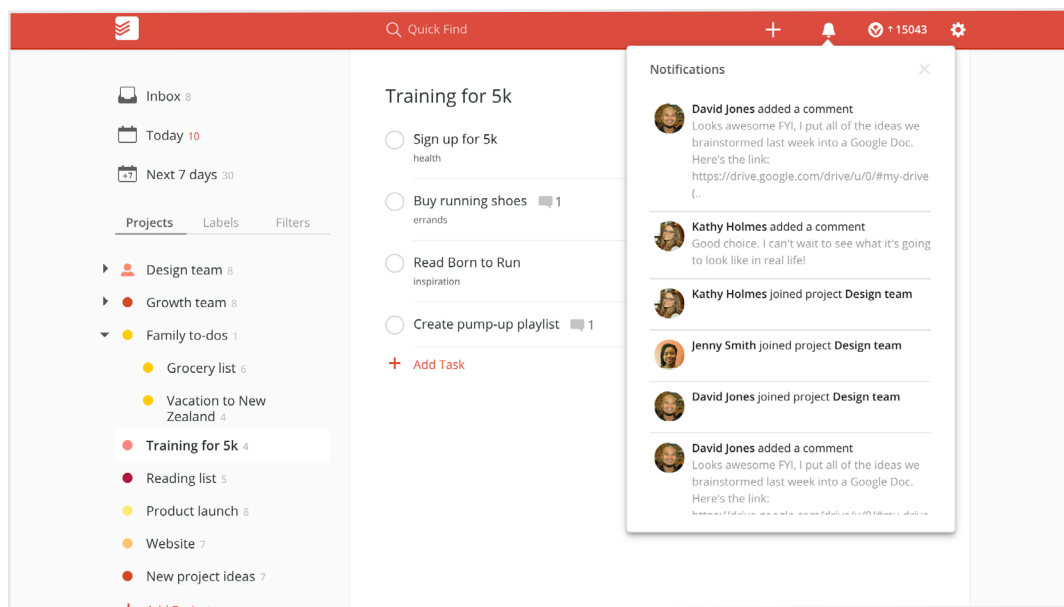
Manage a remote team

Todoist for Business is perfect for managing and collaborating with remote team members. Our cloud-based, multi-platform software and apps ensure that everyone is always on the same page, with all projects, tasks, conversations and documents in one single location. Some especially useful features include:

- **All-in-one task and document management:** everyone's Todoist for Business projects, tasks, files and conversations are stored in one centralized, cloud-based place. Enjoy *full* team coordination, independent of everyone's physical location.
- **Simple conversation tools:** with Todoist for Business, your off-site team members will never feel far. Our In-task comment and sharing features make continuous communication as easy as if you were all in the same office.
- **Team Inbox:** quickly add and delegate tasks from your Todoist for Business Team Inbox without having to first create a specific project.
- **Seamless data sync:** no matter where in the world, every team members' Todoist for Business account in synchronized 24-hours a day, 365-days a year.
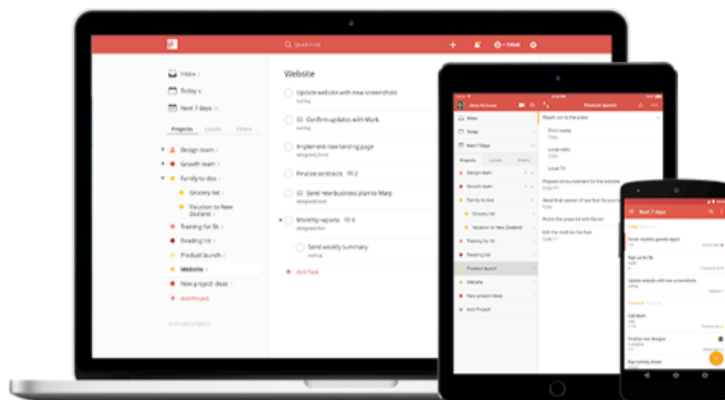
Finally take charge of work email

Using Todoist for Business will surely reduce your reliance on email, but if your team still functions with email, our plug-ins and features will make achieving **inbox zero** a real possibility.

- Download Todoist for **Outlook**, and **Gmail** to convert work emails into tasks with just one click, without having to exit your email inbox.
- Enjoy Todoist's full task capabilities like priorities, deadlines, reminders, task sharing, and labels from directly within your email client.
- See your **entire task list** from within your email inbox for easy reference.
- The emails you convert into tasks are **automatically synchronized** across all of Todoist's 15+ platforms.

Success stories

We are super excited with the new release of Todoist Business as it takes task management and collaboration features to a completely new level. Being able to upload images and files on-the-go from our mobile devices, and link our cloud storage accounts like Google Drive and Dropbox expands and facilitates our work. It not only increases the file sharing capabilities but also our creative collaboration, as we used to send big images as attachments that quickly filled up our inboxes. The inline viewing possibilities of images and files gives you a valuable overview of a task's comment thread. It's a huge step forward, one that we're all very happy to be a part of!
Andreas Eberharter + Clara Vieira, Co-founders @ Claan, Portugal

We've been using Todoist for less than 2 months, and the app has already proved a great ally for our whole team. Our agency is comprised of 60 people and we have over 70 clients which means that we have lean deadlines that must be followed exactly. The project and task delegation feature is extremely useful for both small and large challenges. And, since Todoist is on all platforms, we're able to be productive anywhere! We highly recommend Todoist for Business!
Leandro Monteiro, VP of Operations @ RMA Comunicação Corporativa, Brazil

The Ausdroid Media team use Todoist to manage the tasks of our entire team of ten news writers and editors. The editors use Todoist to assign stories to staff, and to keep tabs on progress, as our writers also use Todoist's note function to leave notes on their progress. We've found this has streamlined a lot of our process meaning that staff are checking fewer places and spending less time on admin, allowing them to focus on getting the job done. Todoist has been a lifesaver for our workflow and productivity.
Chris Rowland, Managing Editor @ Austroid, Australia

Contacts   **Social media:**
Help: todoist.com/Help/BusinessHelp   twitter.com/todoist
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