Quick Guide

How To Use WorkFlowy

Full article:
http://www.marketingforowners.com/workflowy-will-change-way-work/

1. Simple Yet Powerful
   • Based on bullet points
     ▪ Add tasks under each bullet point
   • Add as many sub-bullets as you need

2. Assign Tasks And Share Notes With Others
   • Assign bullet points to different planners using @username
   • Share notes by hovering over a bullet and clicking 'Share' in the dropdown

3. Birds Eye Or Detailed View
   • Zoom in and out to see the notes for each bullet on the list
   • Click on a bullet point to zoom in

4. Tag For Due Dates
   • Tag your task with the due date e.g. #friday

5. Tag To Sort Tasks By Importance
   • Sort tasks by importance by using priority tags like “urgent,” “important,” and “no rush”

6. Add Commonly Used Tags At The Top
   • Helps you to narrow your list down with one click
   • Place your cursor at the end of the main title (under Home) and hit 'Shift' + 'Enter' to add a new line, rather than a new bullet point

7. Cross Off Completed Tasks
   • Mark completed tasks as 'Complete' to strike a line through them