



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