

Instructions for using the To Do List software

“Brings Sanity To Your Day!”

1. Double click on the icon for To Do List Gold.
2. To add new tasks to your list, click on the "Tasks" drop down.
3. Then click on "New Task." This will open up a "Task Properties" window.
4. Name the task in the Task Title field and set the Task Priority level.
5. Include any important information regarding this task in the Task Details field.

Note, the Task Details field also gives you an ideal place to add follow up info as you progress through the completion of the task. This is helpful for bigger projects.

6. When the task is how you want it, click on OK.
7. Repeat steps 2 through 6 until you have all of your tasks in To Do List Gold.
8. You will notice on the main screen that all of your High Priority tasks are highlighted in yellow.
9. You can set the time intervals of when the To Do List Gold software will pop up. Anywhere from "every 15 minutes" to "every 24 hours." You can also disable the pop up feature, although I highly recommend keeping it on so that you are constantly reminded of the tasks that need to be completed.
10. To edit a task, either click on Edit Task from the Tasks drop down list, or simply double click on the task you want to modify.
11. When you finish a task, just mark it complete by checking the appropriate box.
12. Many individuals like to keep a daily record of the tasks they are working on. To do this, click on Summary. This will generate a text file that you can save.
13. If you would like to hide the completed tasks, just click on the View drop down, and click on Hide Completed Tasks.
14. Special note: once you open up To Do List Gold for the first time, it will generate two files for its use. One is a folder that will save your tasks (only the ones you currently have on the software, not tasks that have been deleted. If you want to save previous tasks, please use the Summary function.

“You Don’t Have To Get It Right.... Just Get It Going!”

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