NOTION HOW-TO

How to use advanced sorting

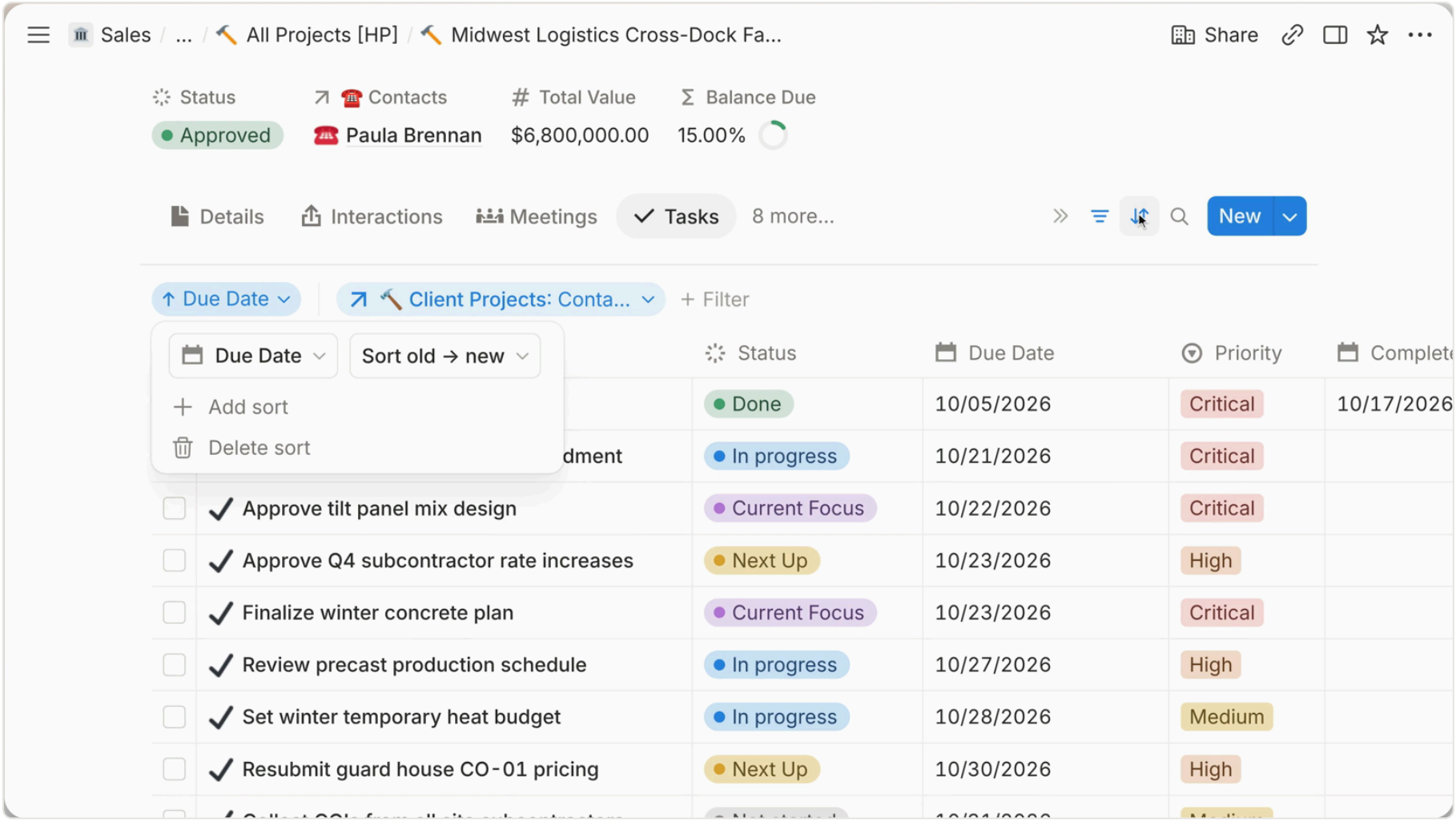
1. Click the sort arrows
2. Click Add sort
3. Choose Priority

3 steps. Watch the video or a step's GIF for the motion; this guide holds each step's result.

Step 1 of 3

Click the sort arrows

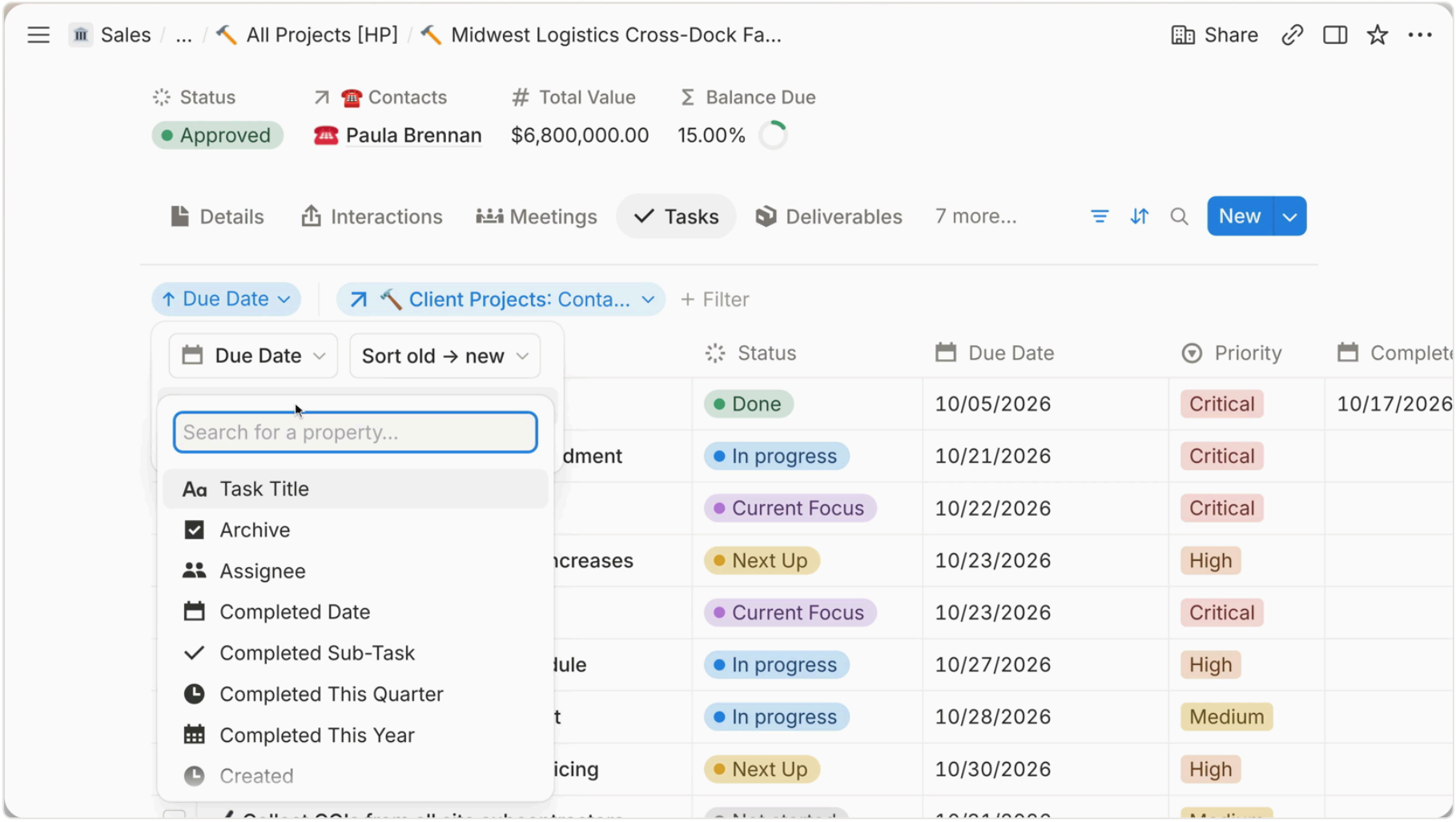
The view is sorted by Due Date. Tasks due the same day are in no set order.



Step 2 of 3

Click Add sort

A second sort only decides the order of rows that tie on the first.



Step 3 of 3

Choose Priority

Priority appears under Due Date. Tasks due on the same day are now listed by Priority. The bar reads 2 sorts.

