NOTION HOW-TO

How to filter by priority

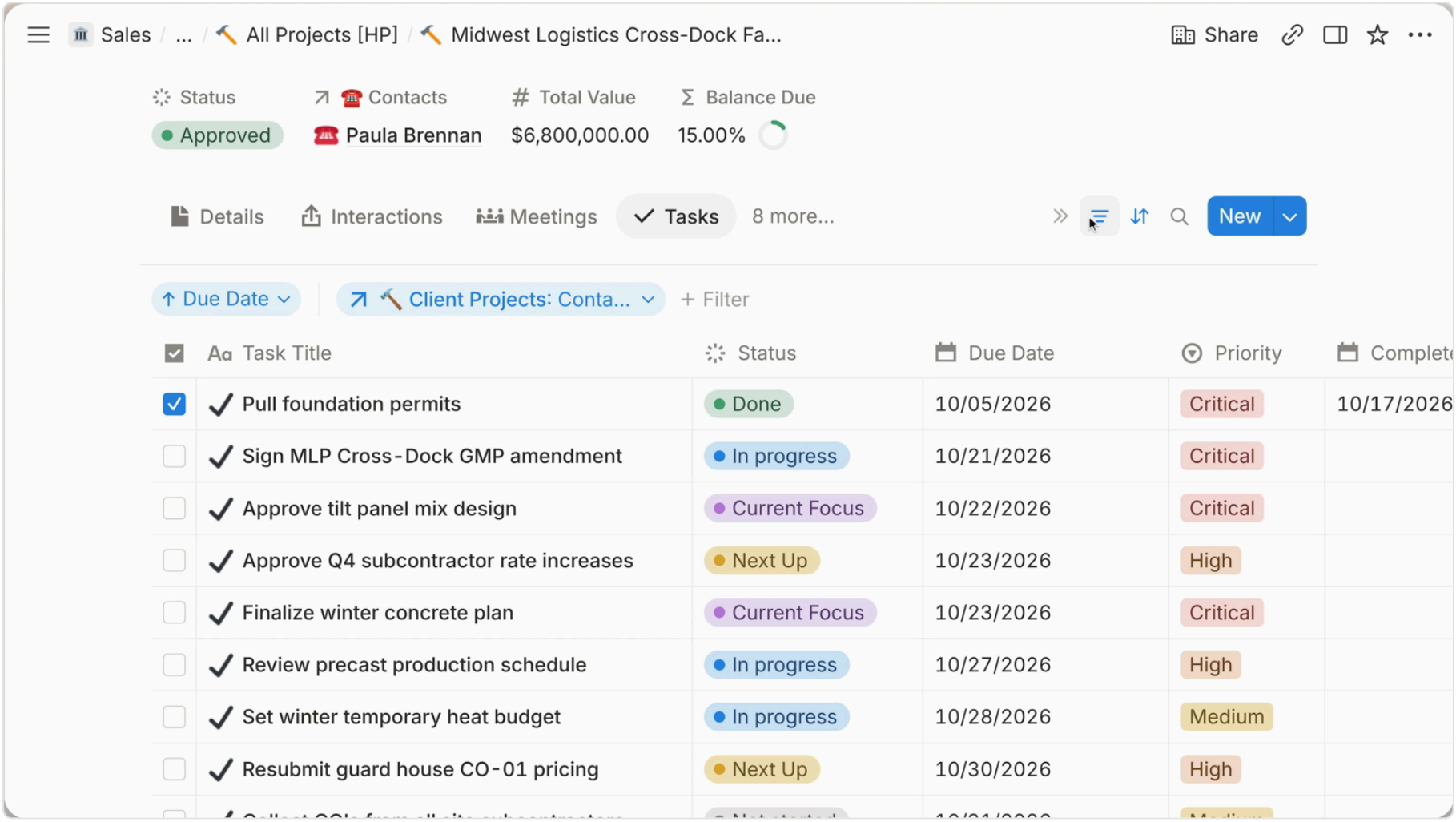
1. Click the funnel to open the filters
2. Click + Filter
3. Type Priority and choose it
4. Type Critical and press Enter

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

Step 1 of 4

Click the funnel to open the filters

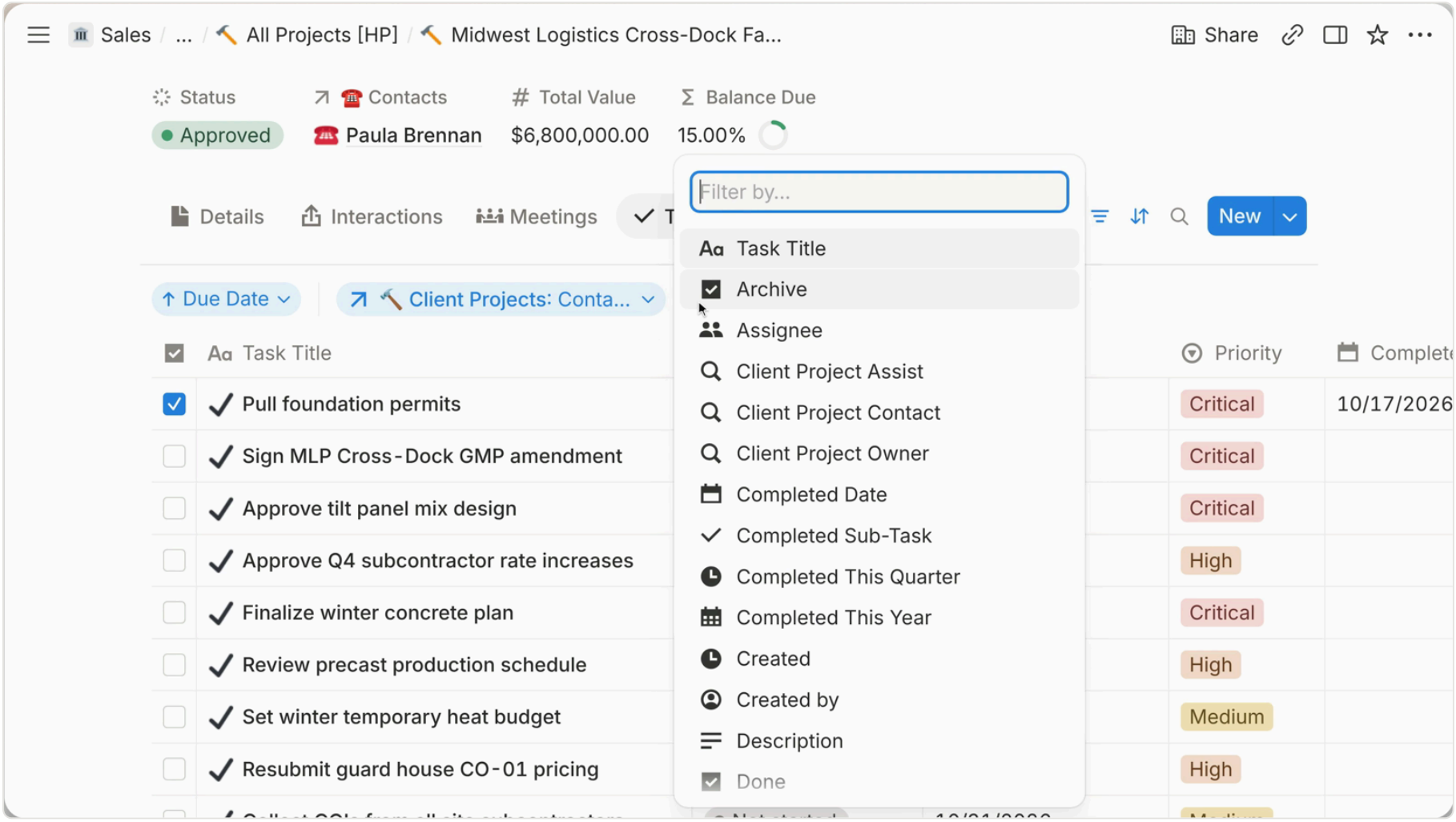
The filter bar opens under the view tabs.



Step 2 of 4

Click + Filter

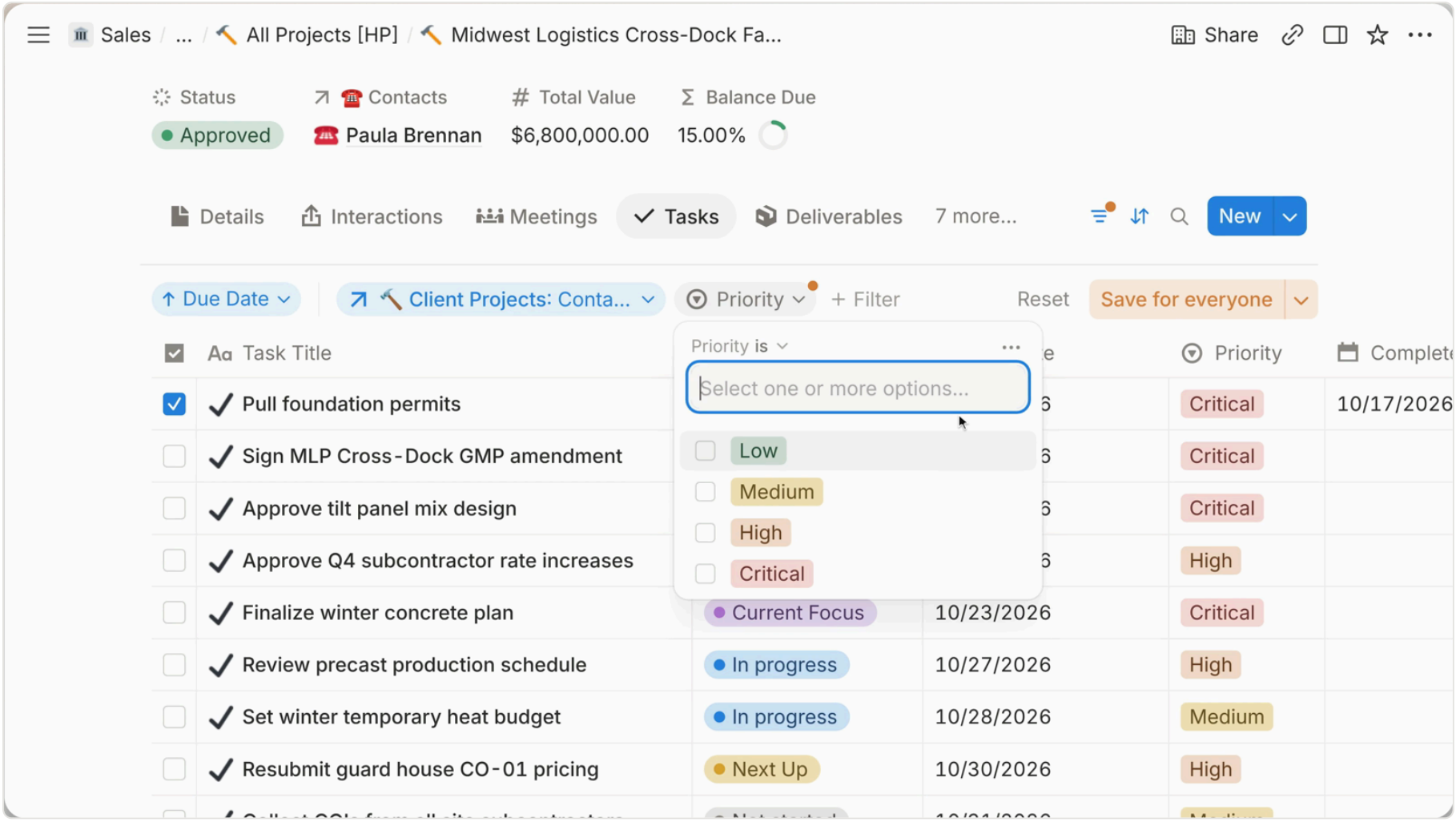
A list of the database's properties opens.



Step 3 of 4

Type Priority and choose it

The Priority options appear as a checklist.



Step 4 of 4

Type Critical and press Enter

Only Critical tasks stay. Tick more options to widen it. The filter is yours until you click Save for everyone.

