NOTION HOW-TO

How to add sub-tasks to a to-do

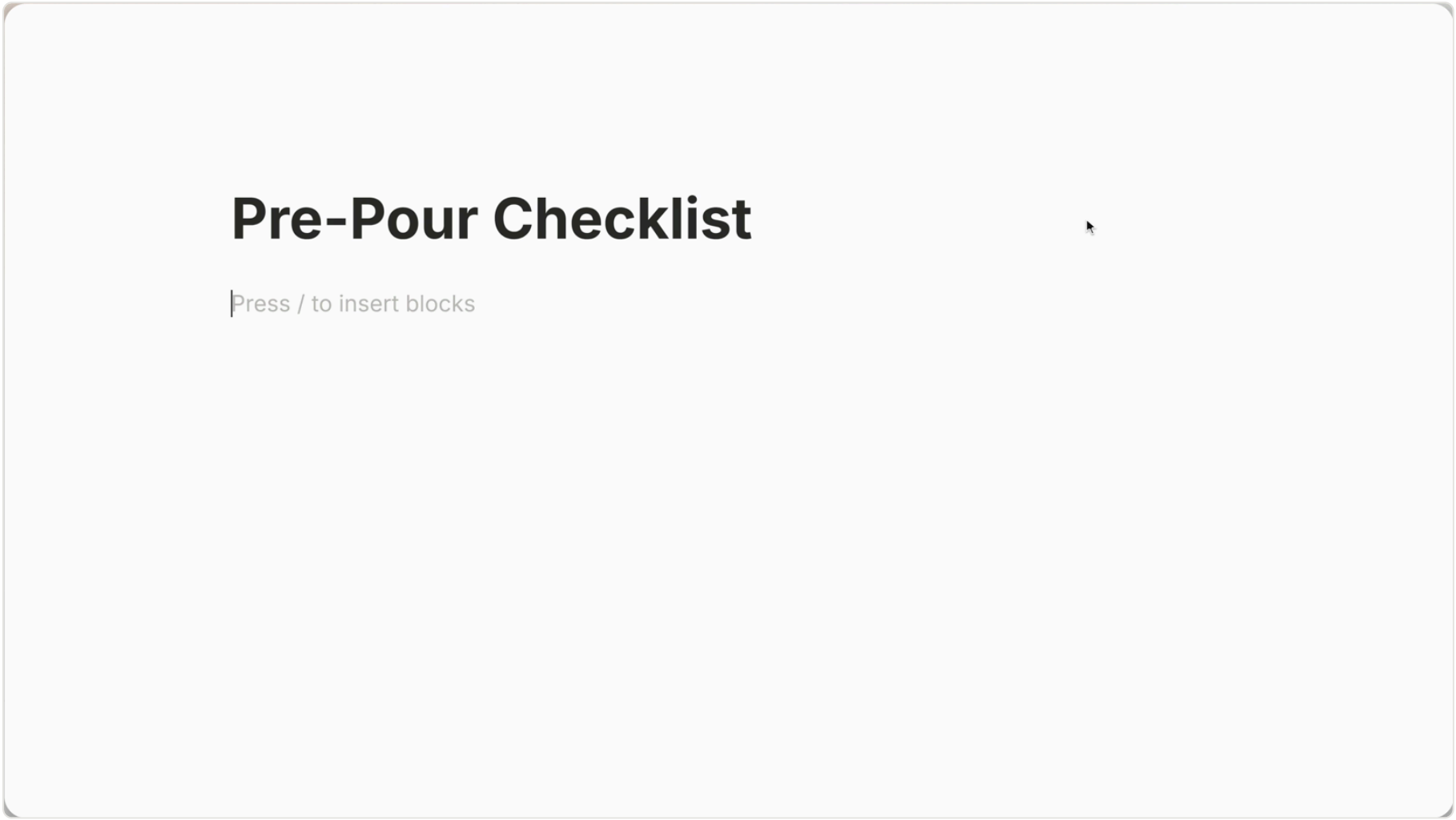
1. Click below the page title
2. Start with the main to-do
3. Press Enter, then Tab, and add the steps

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 below the page title

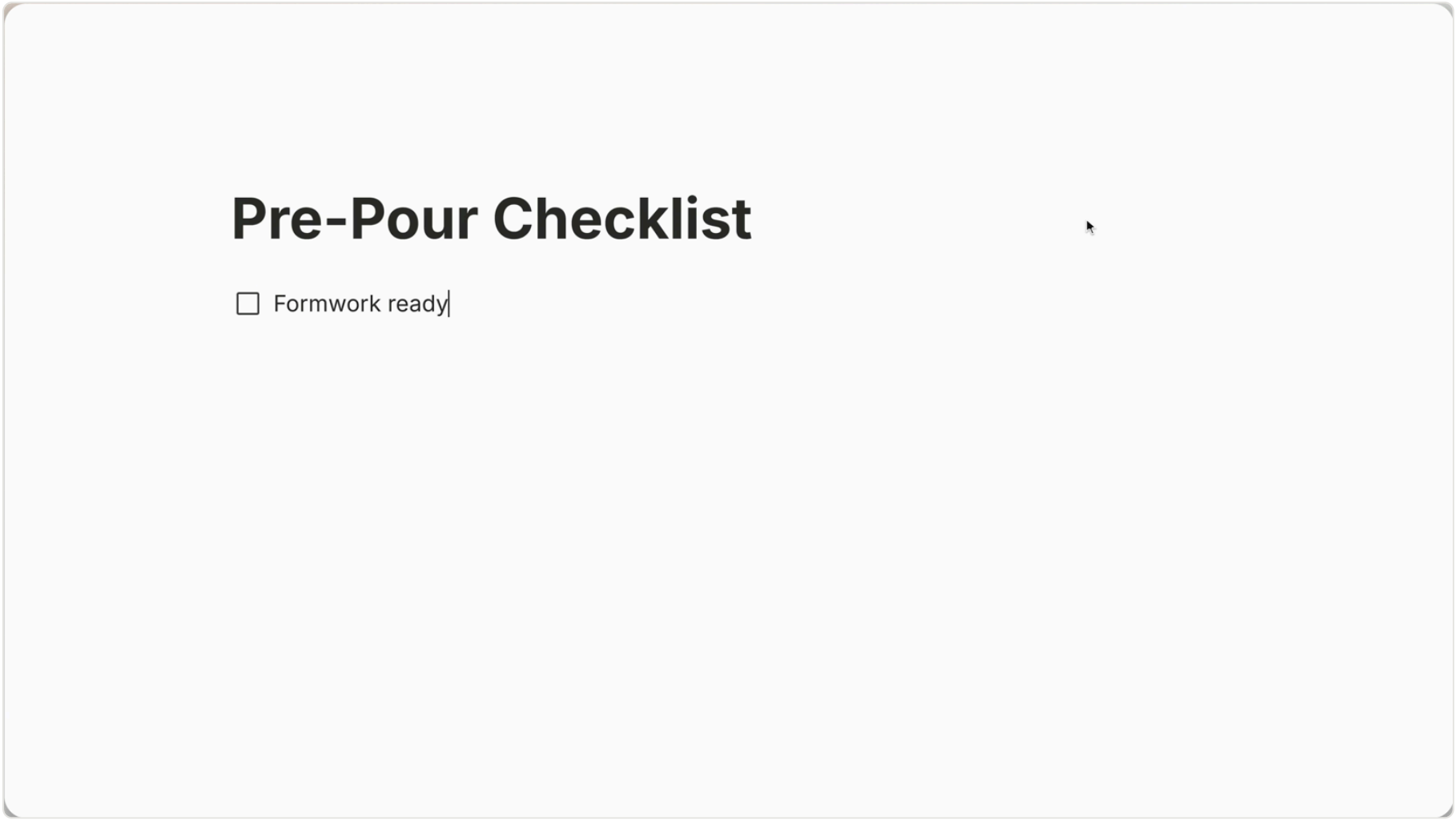
Put your cursor on the empty line where it should go.



Step 2 of 3

Start with the main to-do

This is the task with smaller steps.



Step 3 of 3

Press Enter, then Tab, and add the steps

Tab tucks each new to-do under the main one. Shift+Tab moves it back out.

