NOTION HOW-TO

How to show only unfinished tasks

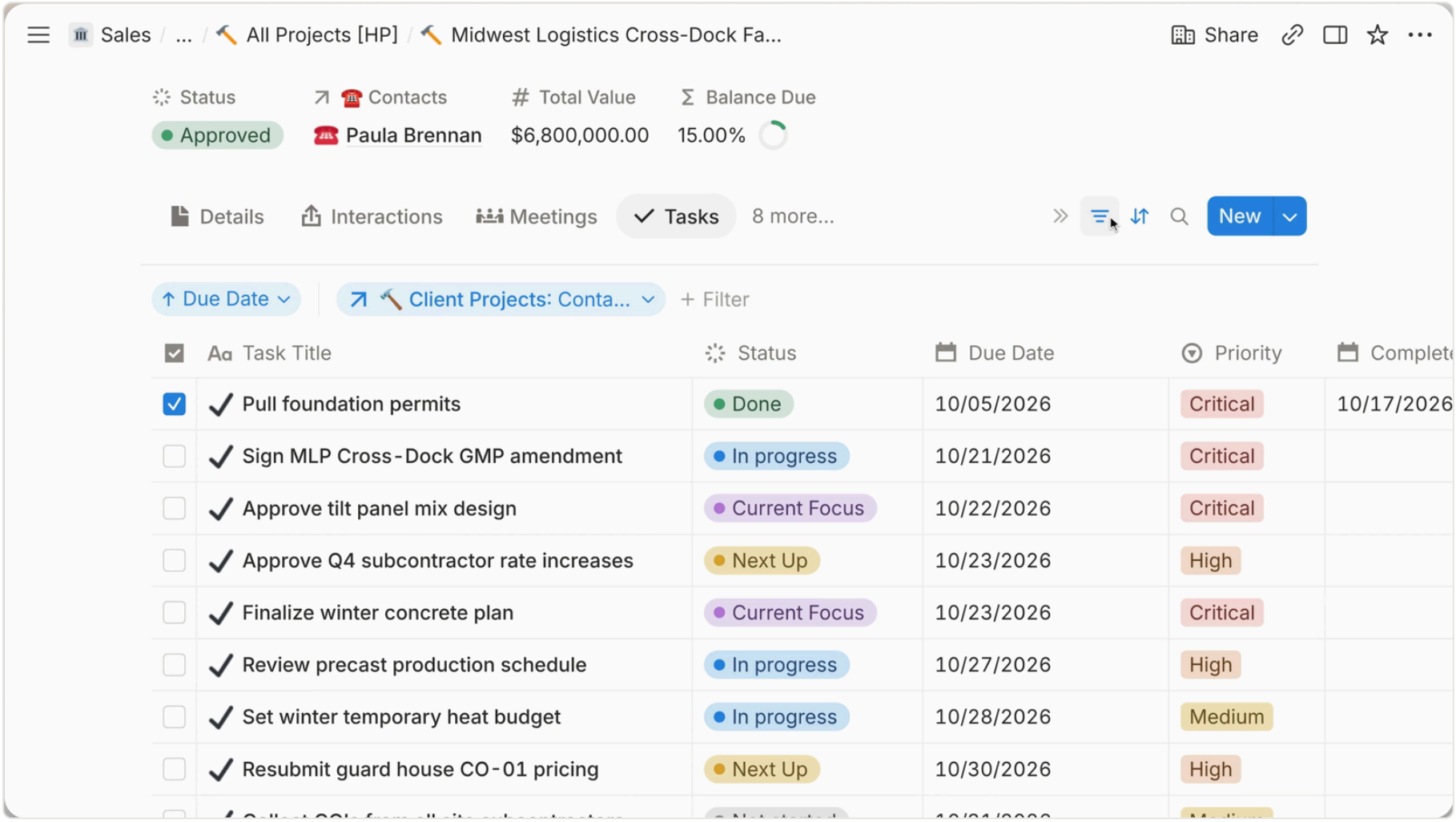
1. Click the funnel to open the filters
2. Click + Filter
3. Type Done and choose it
4. Choose Unchecked

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

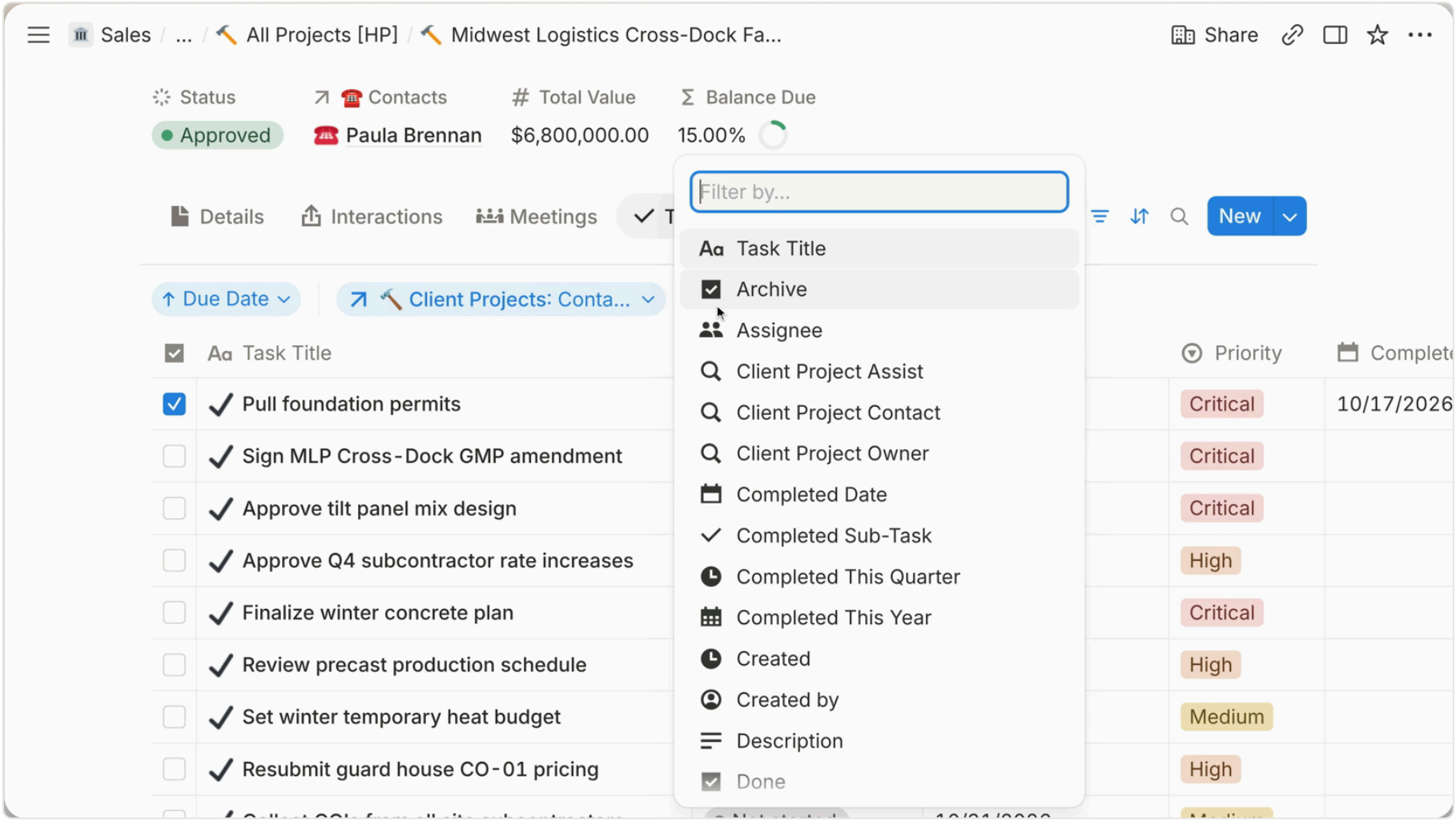
The filter bar opens under the view tabs.



Step 2 of 4

Click + Filter

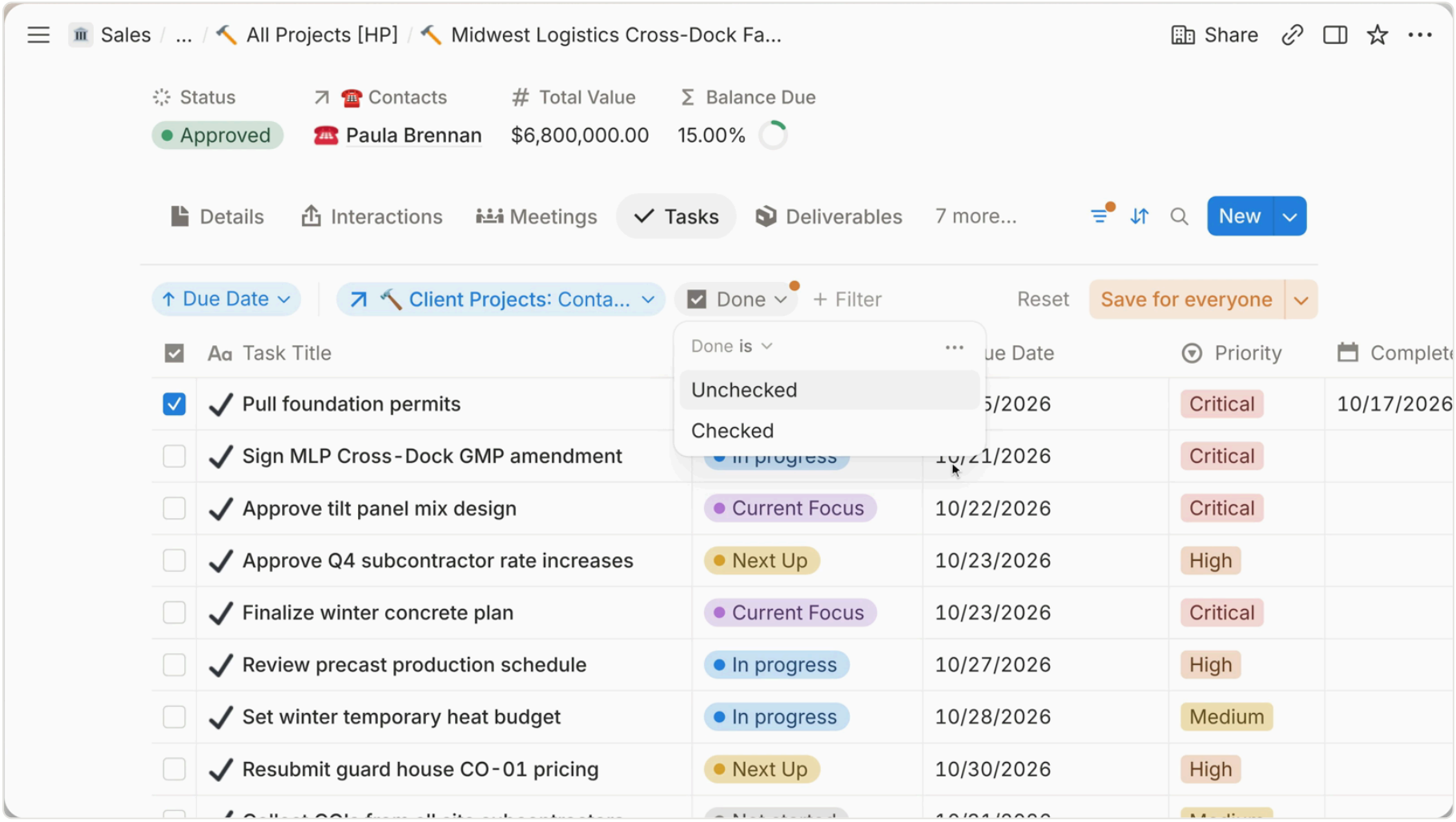
A list of the database's properties opens.



Step 3 of 4

Type Done and choose it

Done is a checkbox, so the choices are Checked and Unchecked.



Step 4 of 4

Choose Unchecked

Finished tasks drop out of the table. The filter is yours until you click Save for everyone.

