NOTION HOW-TO

How to use to-do lists

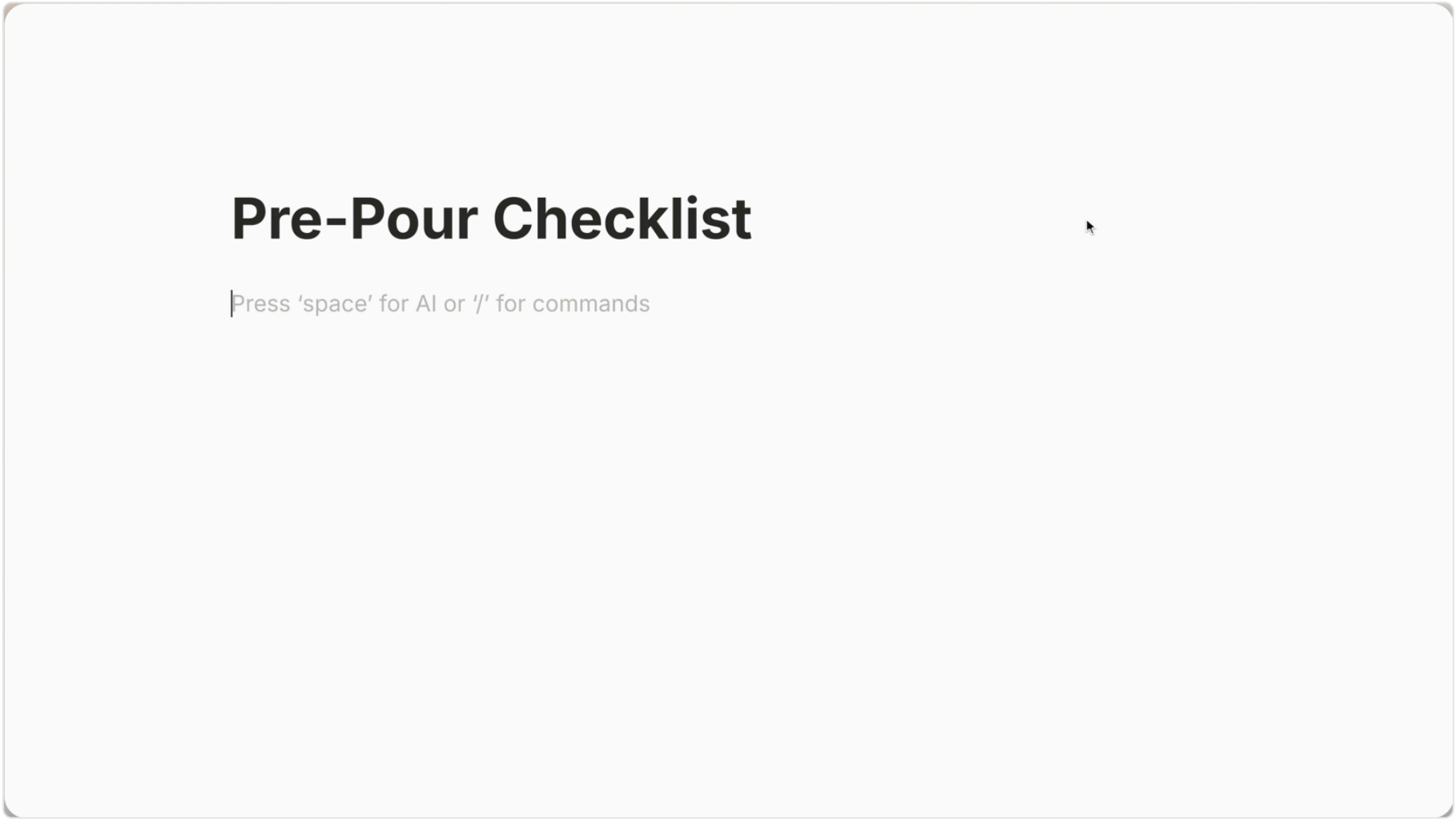
1. Click below the page title
2. Type /todo and choose To-do list
3. Press Enter for the next item
4. Click a box to check it off

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 below the page title

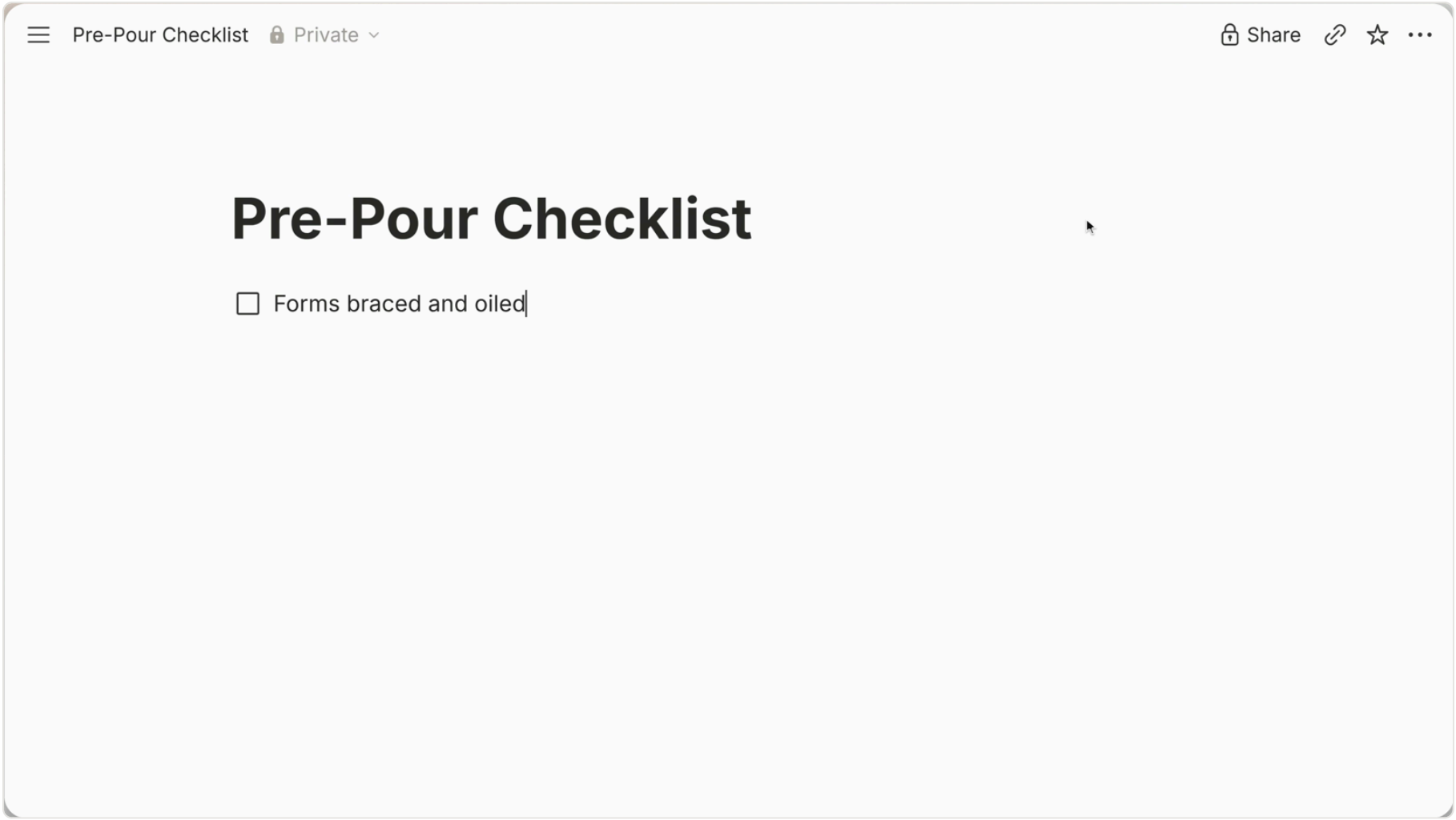
Put your cursor on the empty line where it should go.



Step 2 of 4

Type /todo and choose To-do list

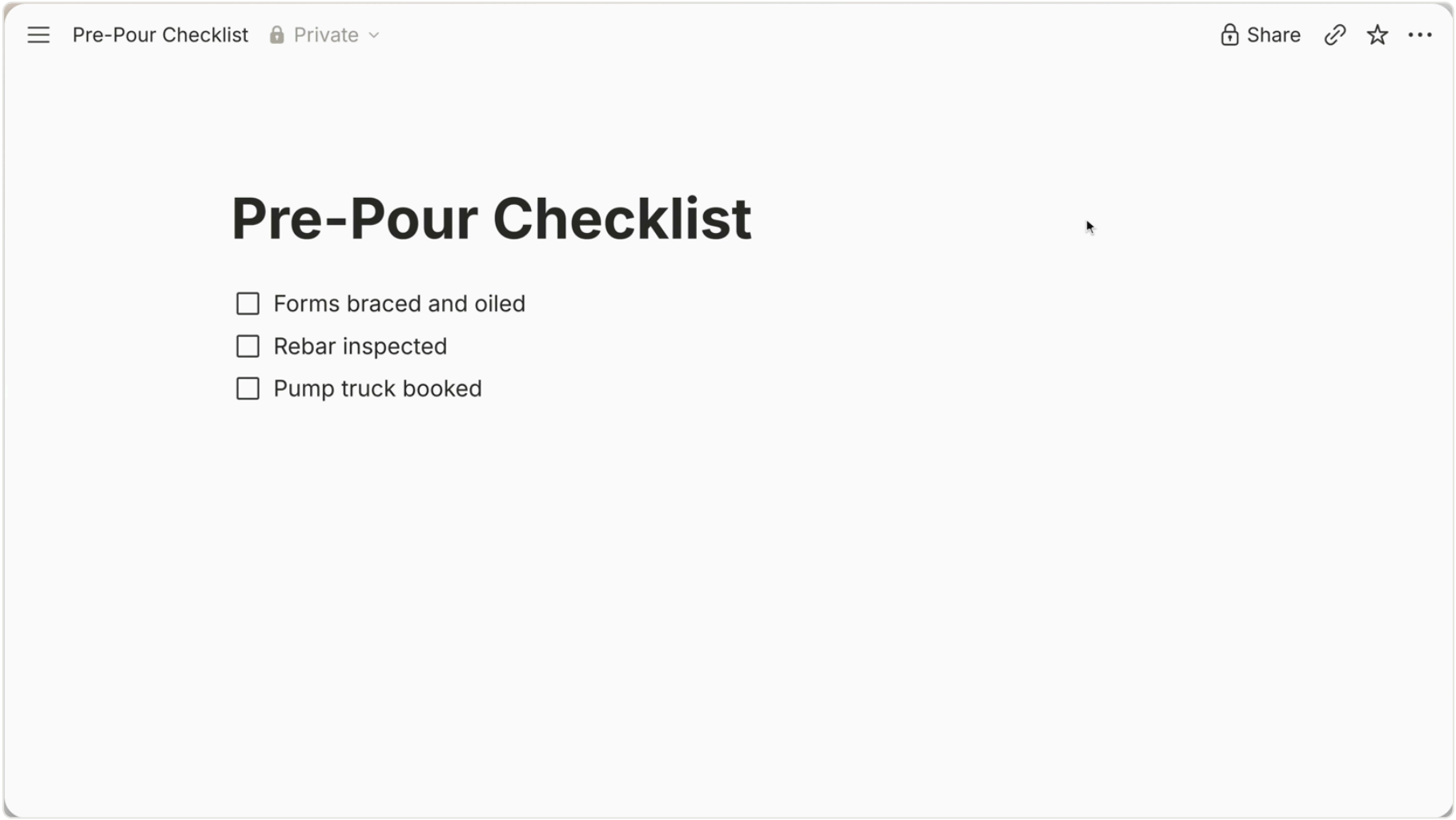
Shortcut: type [] and a space for a checkbox.



Step 3 of 4

Press Enter for the next item

Each Enter adds another checkbox.



Step 4 of 4

Click a box to check it off

Checked items are crossed out, so what is left stands out.

