NOTION HOW-TO

How to start a to-do with []

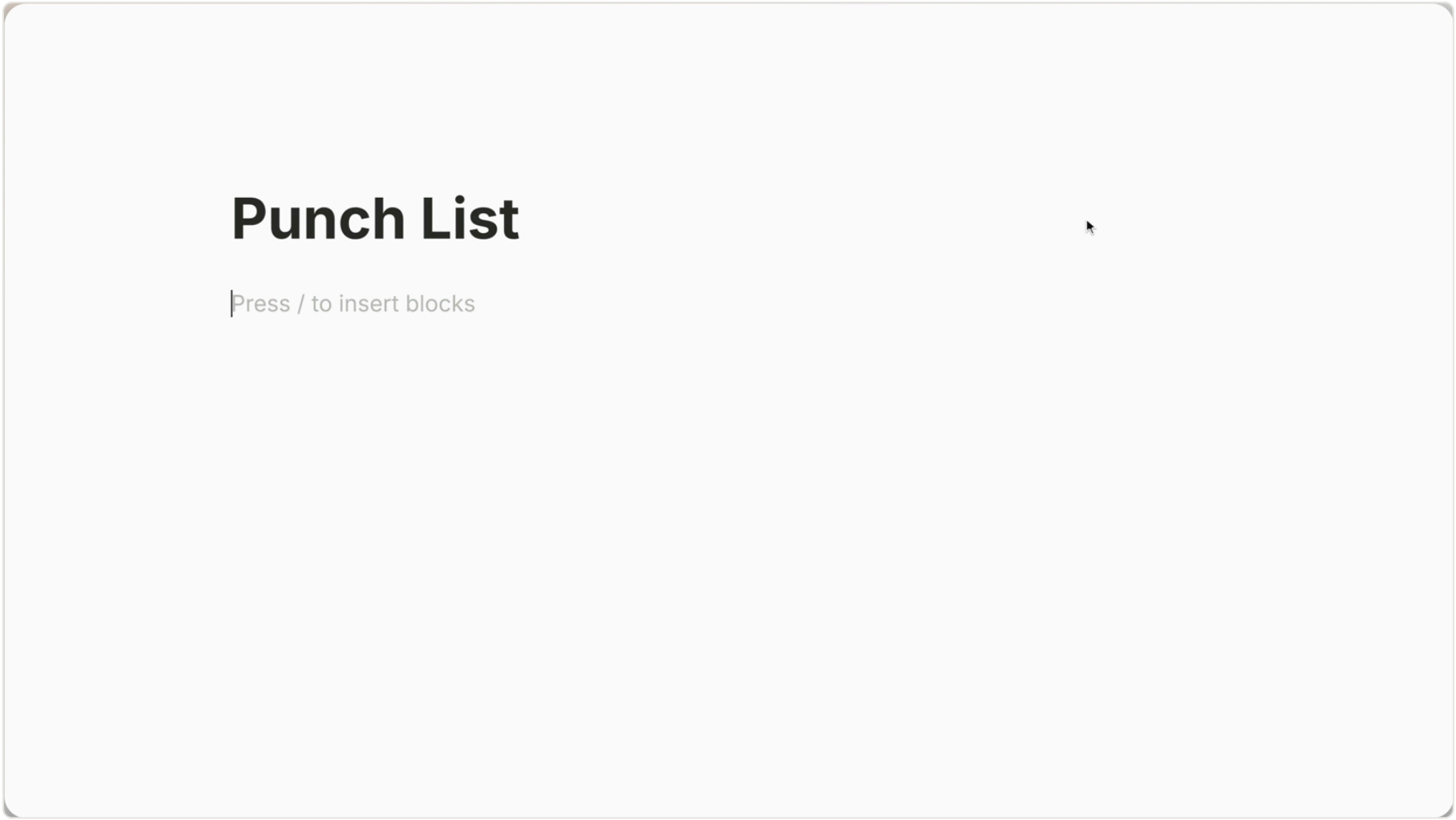
1. Click below the page title
2. Type [] and a space, then the task
3. Press Enter for the next to-do

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

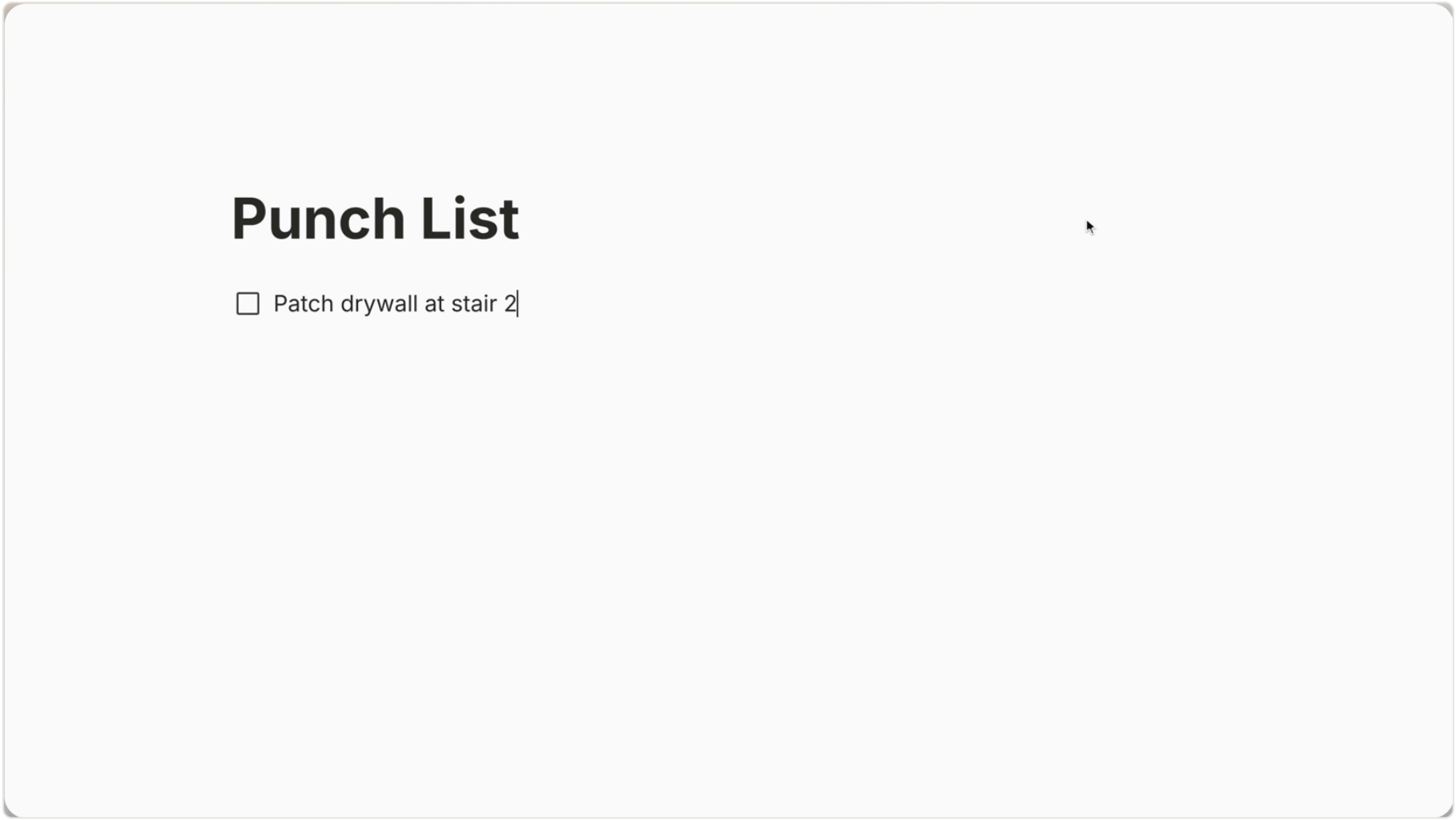
Put your cursor on the empty line where it should go.



Step 2 of 3

Type [] and a space, then the task

The brackets turn into a checkbox.



Step 3 of 3

Press Enter for the next to-do

Each Enter adds another checkbox.

