

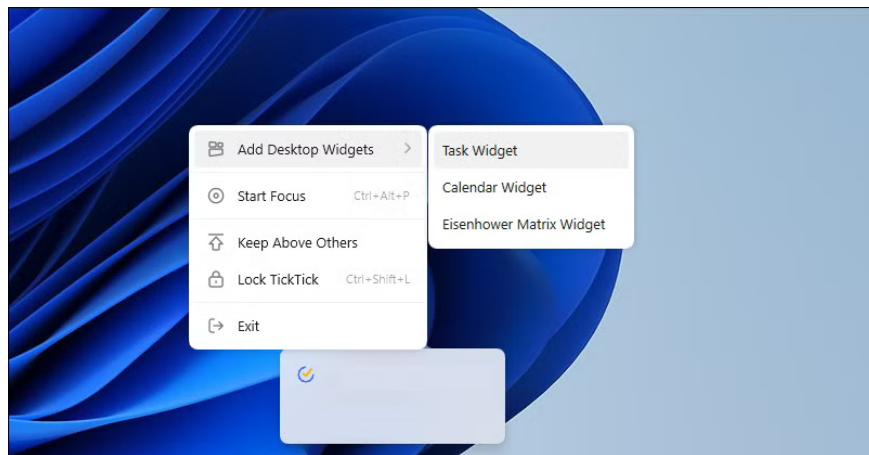
How to use TickTick desktop widget instead of to-do apps

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Many people open their laptops and immediately cross things off. But once you put your to-do list on Windows 11's widget panel, it starts appearing in front of you every morning—and suddenly, it's not so easy to cross it off.

How to add TickTick desktop widget

First, download and install TickTick from their website or from the Microsoft Store. The app is free, however some additional features require a paid subscription, which costs \$35.99/year.

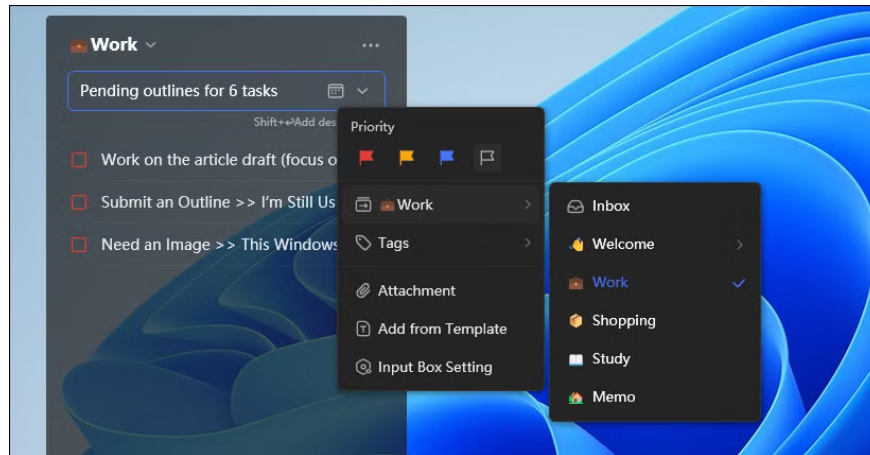


Once installed, right-click on the TickTick icon in the system tray. Then, click **Add Desktop Widgets** and select **Task Widget** from the 3 available options. The other two options are **Calendar Widget** and **Eisenhower Matrix Widget**, to sort tasks by urgency and importance.

The widget will appear right on your desktop as a minimalist, clean window that displays your default task list. Unlike regular windows, it will stay fixed on your desktop and will not minimize when you click **Show Desktop** or **Windows + D**. This constant visibility is what makes it so effective.

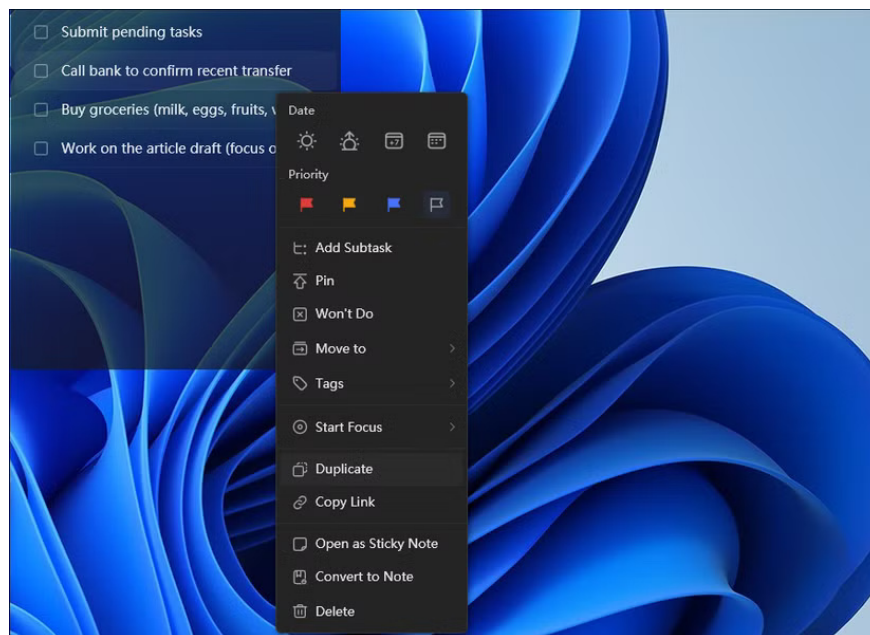
Add tasks to the widget

If you already have existing tasks, they will appear in the widget. To add a new task, type the name of your task in the **Add Task** field and press **Enter** .



You can also organize tasks by assigning them to lists or adding tags. Click the drop-down arrow next to the **Add Task** field to see additional options. Here, you can set priority from low to high, assign tasks to specific lists like **Work**, **School** , or **Personal** , add tags for better organization, apply existing templates for recurring task types, and attach files or notes. The calendar icon lets you set reminders, due dates, and time estimates.

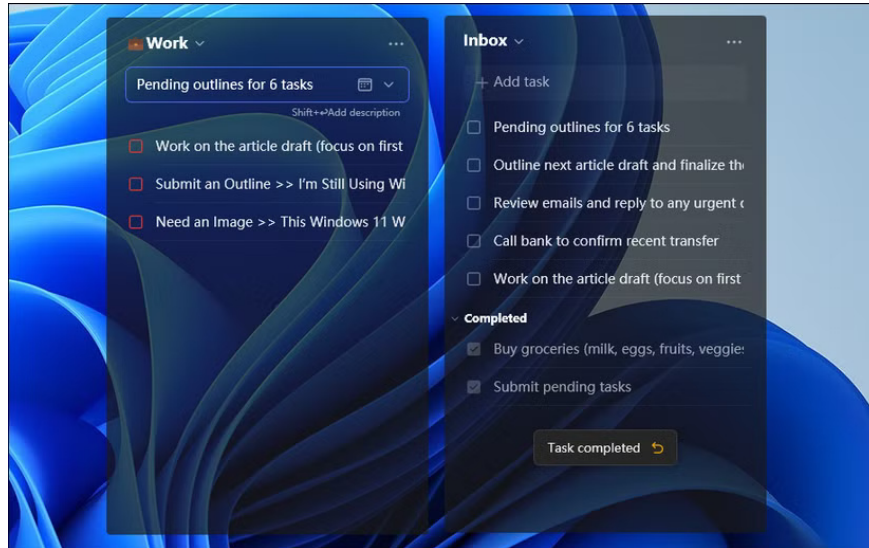
Right-clicking on any task in the widget opens a context menu with quick actions that let you set priority with colored flags, add sub-tasks, pin important items to the top, or even convert the task into a sticky note.



Once you've completed a task, click the checkbox next to it to mark it as completed. Depending on your settings, completed tasks will either remain visible with a dash or disappear from the widget.

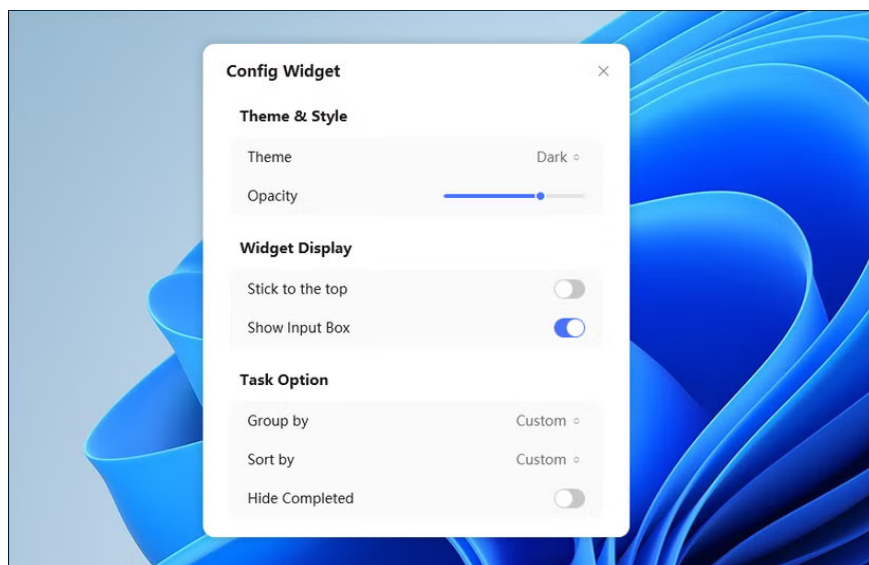
You're not limited to just one widget either. You can keep two widgets on your desktop - one showing work tasks and one showing personal items.

To add more widgets, right-click the **TickTick** icon again, select **Add Desktop Widget** , and click **Task Widget** . In the new widget window, click the **Inbox** drop-down menu at the top and select a different list, such as **Work** or **Home** . Place them wherever you want on your desktop, and they'll remember their location even after a reboot.



Customize widgets

You can easily customize the widget's appearance to suit your preferences and desktop setup. Click the three-dot menu (top right corner) and select **Settings** . In the **Config Widget** dialog , you can switch between a dark and light theme to match your Windows theme, adjust the opacity so the widget blends into your wallpaper, and configure completed tasks to stay visible or disappear immediately.



There's also a **Stick to the top** option that keeps the widget on top of all other windows - useful if you want your tasks to be visible even when working in full-screen apps. The **Task Options section lets you set defaults for how your tasks are displayed, including Group By** settings (like grouping by priority or due date) and **Sort By** options (newest first, due date, or alphabetical).

You can adjust the size of the widget by dragging the edges to make it wider or taller. Narrower widgets work well when placed in a corner, while wider widgets can sit at the top or bottom of the screen like a taskbar extension widget.

Since adding the TickTick widget to your desktop, for the first time ever, you've had a consistent to-do list. Adding tasks is easy, and checking them off is easier. It's a simple change, but having your tasks visible all day long makes a big difference.

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