

How to use TickTick

TickTick is no longer limited to tasks, you can use it to take notes, track habits, manage projects, etc.

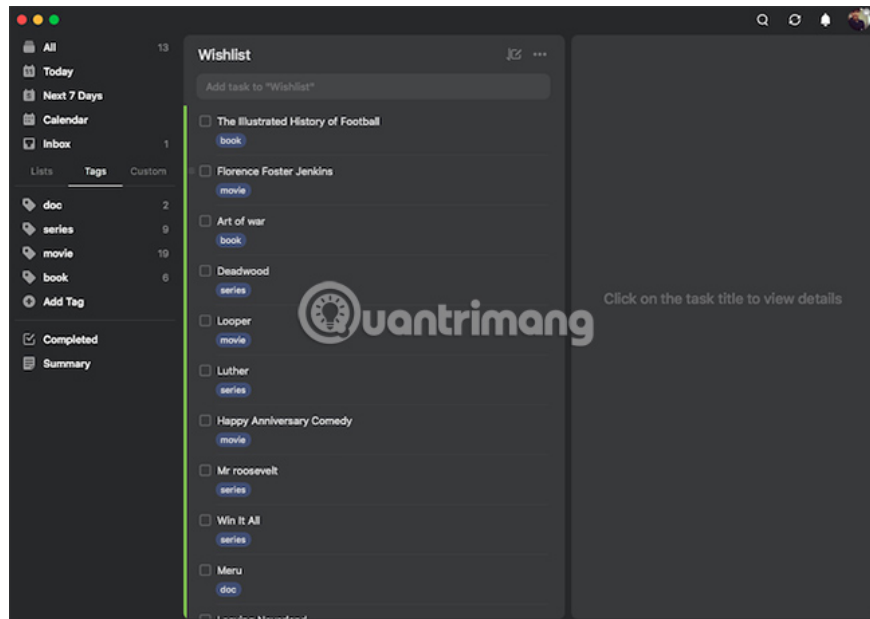
Many people have registered and used TickTick to track their to-do list for a long time. Since then, TickTick has become an indispensable productivity tool for them.

Since TickTick is no longer limited to tasks, you can use it to take notes, track habits, manage projects, etc. If you want to start yourself, then the following article is geared. comprehensive guide on how to use TickTick.

Use TickTick to save notes and manage tasks

1. 1. Maintain watch list and save article to read later
2. 2. Track your habits
3. 3. Manage time with Pomodoro Timer
4. 4. Create and store notes
 1. Attach Documents to the task
 2. Print the note
5. 5. Project management
 1. Priority tasks
 2. Switch to Kanban table view
6. 6. Reminder
7. 7. Plan your trip with TickTick

1. Maintain watch list and save article to read later



TickTick users do not need to maintain a saved application to read later. Thanks to many organizational features, you can easily save articles, books, movies or any content you plan to use later on TickTick.

For example, to start, you can create a new list called **Watchlist** and **Read Later** . Whenever you come across an article or TV show that you want to review later, you just need to put it in that list.

Moreover, to avoid cluttering your TickTick dashboard, you should merge these lists into one folder. To create a folder on TickTick, you'll have to drag a list and drop it into another list.

In addition, if you do not want a dedicated list for each type of content, you can also use TickTick tags (tags). TickTick has a **Tags** tab that allows you to quickly find what you're looking for. So suppose you want to read a new book, you can activate the application and go to **Tags> Books** .

2. Track your habits

← New Habit

Name



Drink water

Icon



Quote

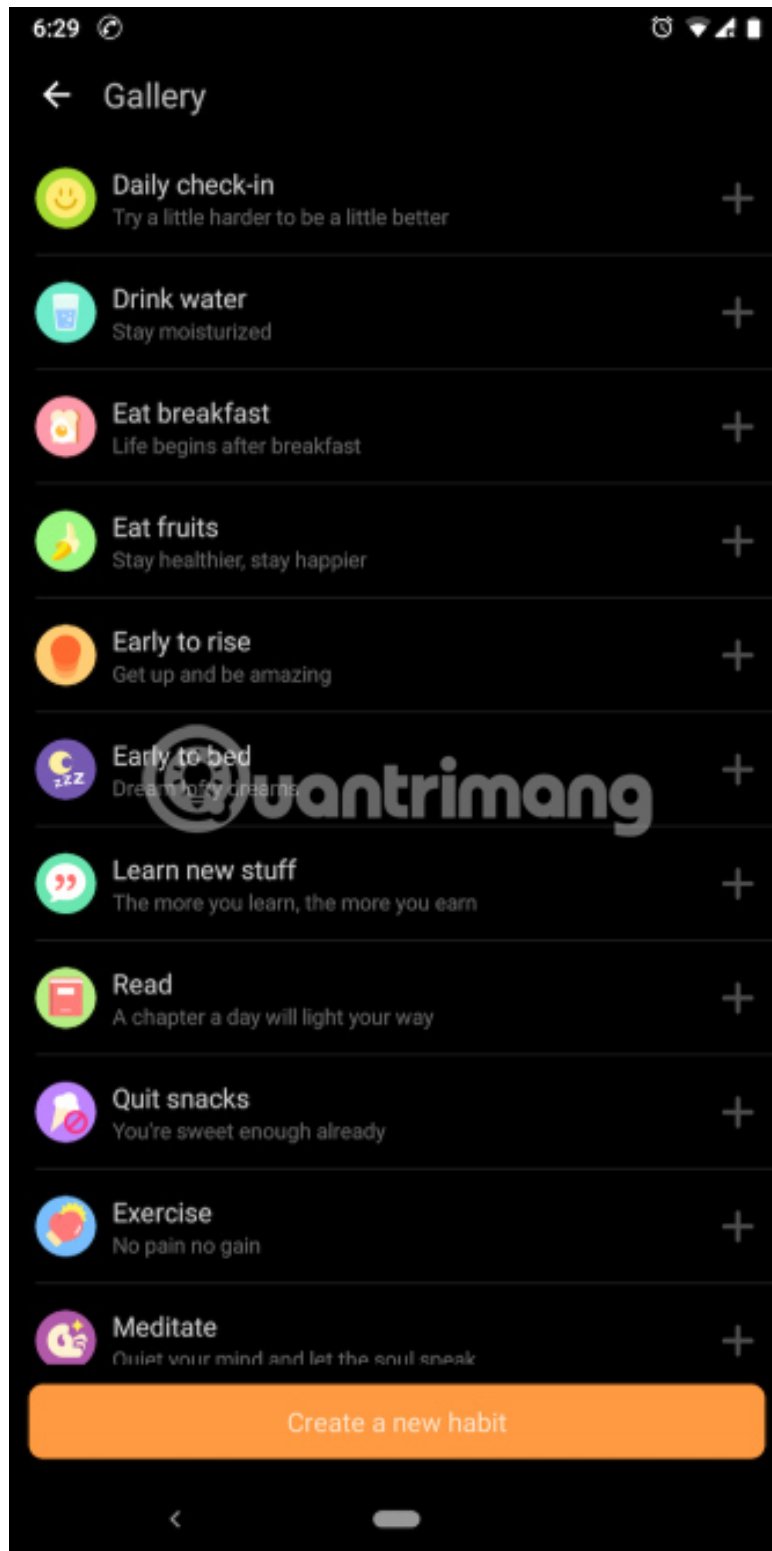
Stay moisturized

Something else



Next





TickTick also has a complicated habit tracker built into mobile applications. You can choose from a variety of presets like **Eat Fruits**, **Drink Water**, **Read** or create new habits.

TickTick allows you to precisely customize the attributes of the routine. You can choose a date, set a quote / quote to motivate, how often and when the application will prompt, as well as your goal manually.

In addition, TickTick has a statistics page for your habits. This page gives you detailed information such as completion rates and daily goal updates. TickTick can even synchronize your habits with the Today's calendar and list (to-do list today).

To add a new habit, open the TickTick app and click on the small clock icon on the main screen of the fourth tab.

3. Manage time with Pomodoro Timer

11:10

LTE

Pomo Timer



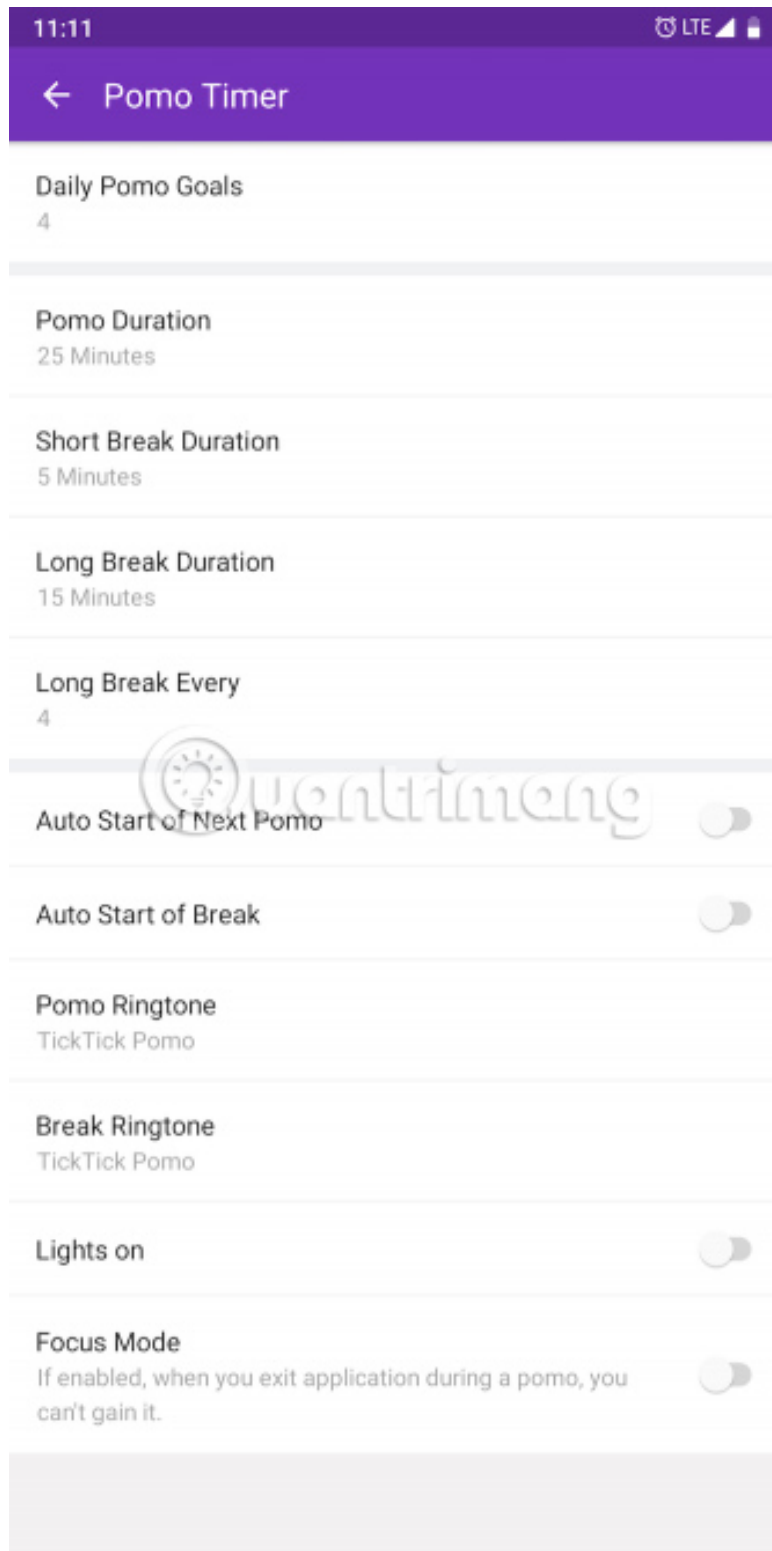
25:00

Focus longer and gain more



Start ▶





The TickTick app provides Pomodoro Timer for people who often have trouble focusing on tasks in hand. For those who don't know, Pomodoro is an approach to managing time, where you break up your work into short sessions, separated by small, long breaks.

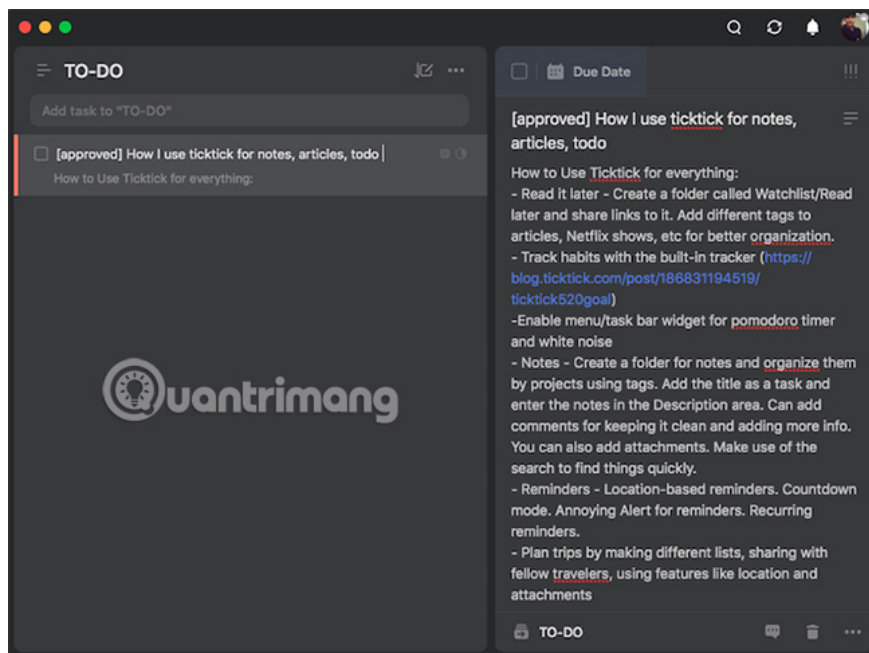
To set up Pomo Timer on the computer, click on a task and in the three dots menu there is a prompt in the bottom right corner, click **Start Pomo Timer** .

Under **Settings**, you can specify the target for Pomo Timer, including break duration, working time and rest frequency.

Pomo Timer is available as a dedicated tab at the bottom on TickTick mobile application. If you can't find it, go to **Settings> Tab Bar** and turn on the **Pomo** option .

On TickTick's desktop applications, click on a task, click the three dots menu, and select **Start Pomo Timer** .

4. Create and store notes



TickTick has some features to replace your existing note application.

Instead of considering each item as a to-do, you can use them as a title for a note. Each task on TickTick has a note field where you can record your thoughts. You can categorize notes from different projects into their own lists. This list itself can go into a new folder called **Notes**.

Because TickTick, at the time of writing, doesn't have any formatting tools, you can use the comment section to add information and keep the notes easy to read.

Attach Documents to the task

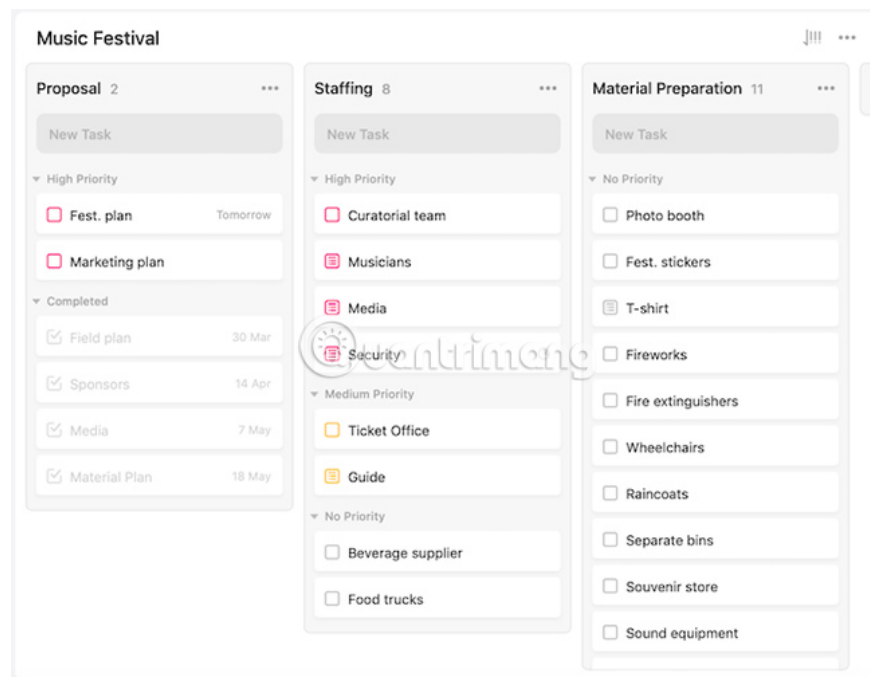
Above all, TickTick allows you to attach documents or images to tasks. This is useful when you have to save things such as receipts or recordings. TickTick provides a search function that can scan all your notes. You can filter results based on any time period or tag, etc.

Print the note

TickTick also has an option to save or share your notes as images. You can use it to print checklists or easily forward them to people who don't use TickTick.

To do that, you will have to return to the horizontal menu of a single task or a list and click **Share**. Swipe through the **Image** tab and you'll be able to share the image or save it locally on your phone.

5. Project management



Even better, you can manage individual or group projects on TickTick.

To get started, create a list of tasks for each aspect of the project. Move these lists into one folder and share them with team members.

After you set the foundation, assign the task to the collaborator by clicking on the small humanoid icon at the top of the task. In the notes section, you can split the task into subtasks. Click on the three-line icon to switch to checklist mode.

On top of that, you can update the task progress. Click on the space behind the **Due Date** section of the task to update.

Priority tasks

Use TickTick to determine your work priorities. Priority options are below three exclamation points next to a task.

For advanced accounts, there is a function with the **Task Activities** title, which allows you to track the history of the task and restore all old versions if needed.

Switch to Kanban table view

That's not all! You can turn the TickTick desktop applications dashboard into a Kanban table like Trello. This interface allows you to easily move tasks between multiple lists and get a better overview of your project.

Kanban options are accessible from the three dots menu on the desktop application's home page.

6. Reminder



Remind me when I arrive

☆ New York, NY, USA, New York, United States

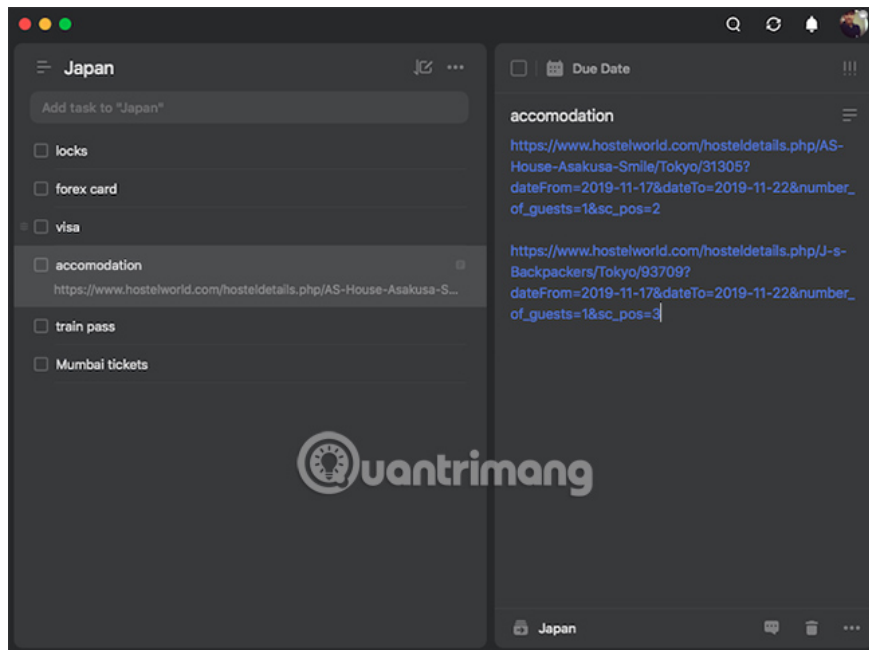


The reminder feature is part of any good job management application. TickTick applications can remind you before or on the due date. If necessary, set up reminders that appear periodically, depending on your custom settings.

The task prompt on TickTick can be activated with the help of geolocation. To add a location-based reminder, tap the to-do and go to the three-dot menu, then click **Location**. Now, navigate to the location where the prompt will go into operation.

Next, at the bottom of the screen, select whether TickTick will push reminders when you get to the coordinates or when you leave that location. Click on the purple send button to save the prompt.

7. Plan your trip with TickTick



TickTick's versatile feature set can help you plan a trip. Start by creating specific lists around your trips, such as the sights you want to visit, the things you want to pack to bring, the restaurants you want to try, etc. .

These items may be accompanied by their respective locations. To skip the prompt and just add the location to the task, select the third trigger called '**No need to remind me**' . If you're in a group, you can share the list with your companions.

In this case, add links to other travel tips you may have encountered online and arrange the necessary things for your travel such as tickets, reservations, etc. with features Notes and attachments.

TickTick is a multifaceted task management tool that can also serve as a note-taking application or a trip planner when needed. There are countless features that allow you to customize the experience as you like.

Besides, TickTick also has many amazing hidden features. Try other TickTick tips and tricks for every type of task you can think of.

Wish you successful application!

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