

How to use Zenkit To Do manage tasks effectively

Zenkit To Do is a task management tool, effective tasks that support multiple platforms including applications on Windows, Android, iOS and the web.

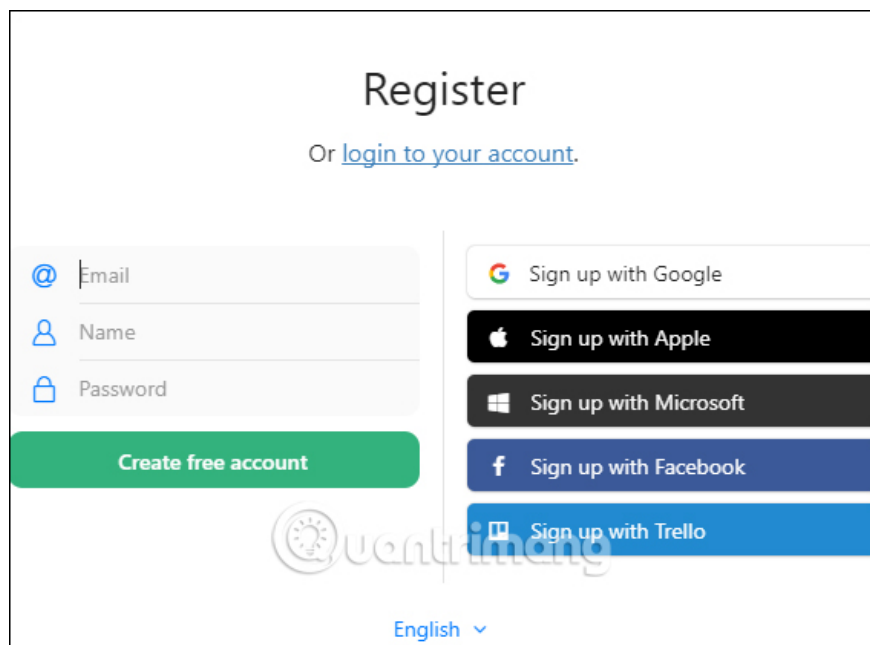
Zenkit To Do is a task management tool, effective tasks that support multiple platforms including applications on Windows, Android, iOS and the web. The user interface of Zenkit To Do is very simple and easy to help us manage our work and other content more effectively. With Zenkit To Do, you can organize your tasks and tasks into separate lists by different content types. Zenkit To Do also functions like many other task management applications such as Google Tasks, Microsoft To-Do . The following article will guide you how to use Zenkit To Do to manage tasks on Windows.

Instructions to use Zenkit To Do task manager

Step 1:

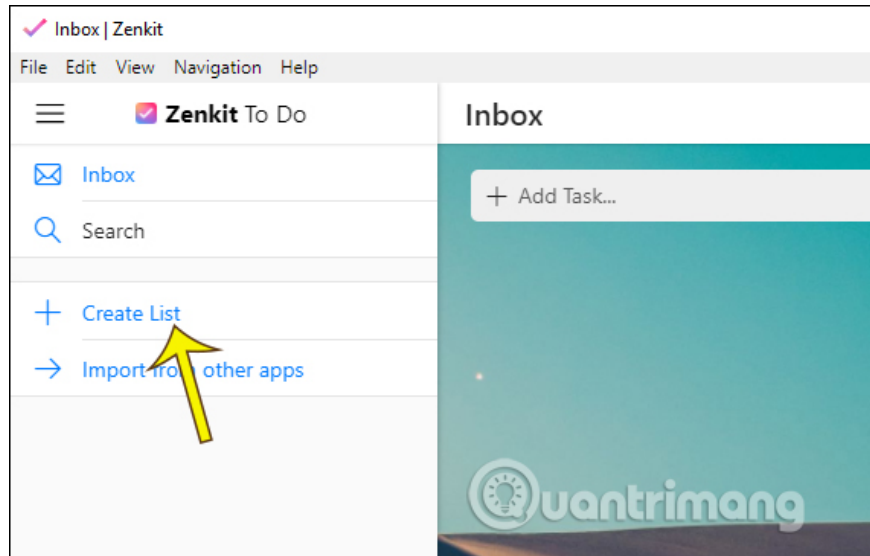
Users download the Zenkit To Do application by following the link below. At the first interface you need to **register an account** to use.

Download the **Zenkit To Do** Windows application
<https://www.microsoft.com/en-us/p/app/9p6xrjqq8shw>

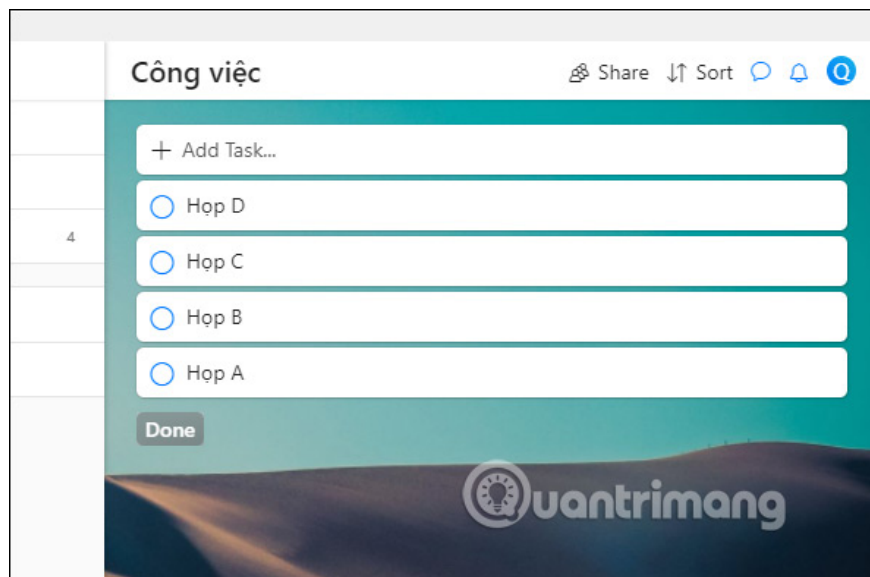


Step 2:

This is the main interface of the application. To add jobs, click **Create List** to create the list.

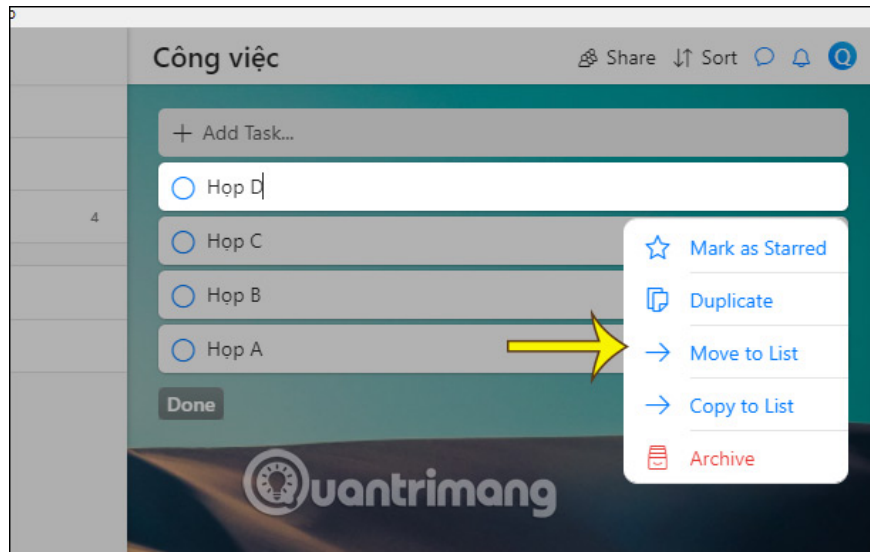


Once you have created the list, click on **the content in the Add Task bar**. You type the content and then press Enter will be transferred to the new Add Task bar.

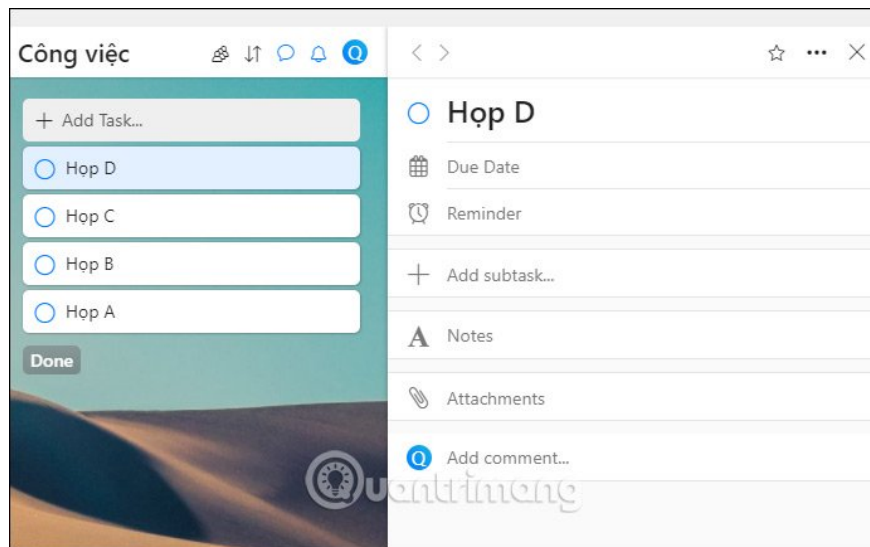


Step 3:

At each content you have entered when you click **the 3 vertical dots at the end of each line** will display a menu with options like the picture.

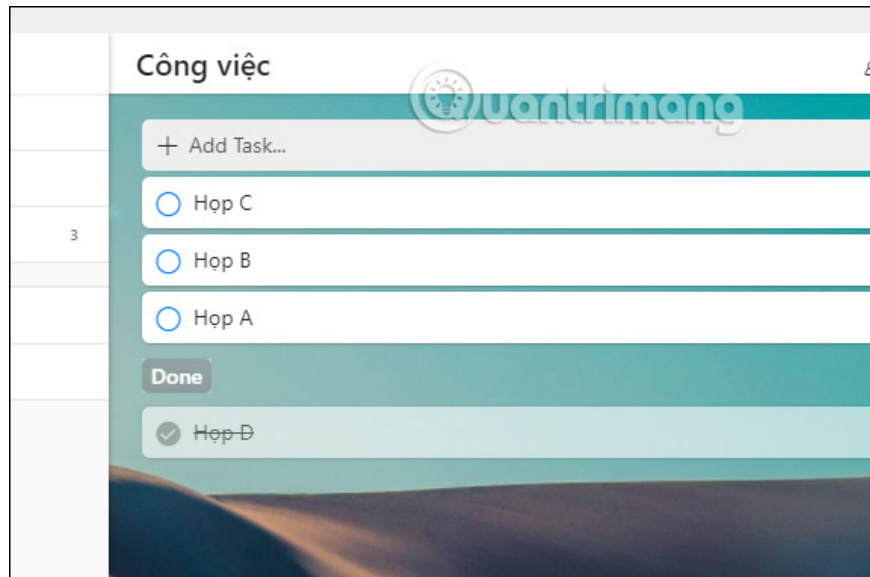


Clicking on each task will display an additional menu on the left side of the screen, including execution time, reminders, add subtasks, notes, attach files if desired, add comments.



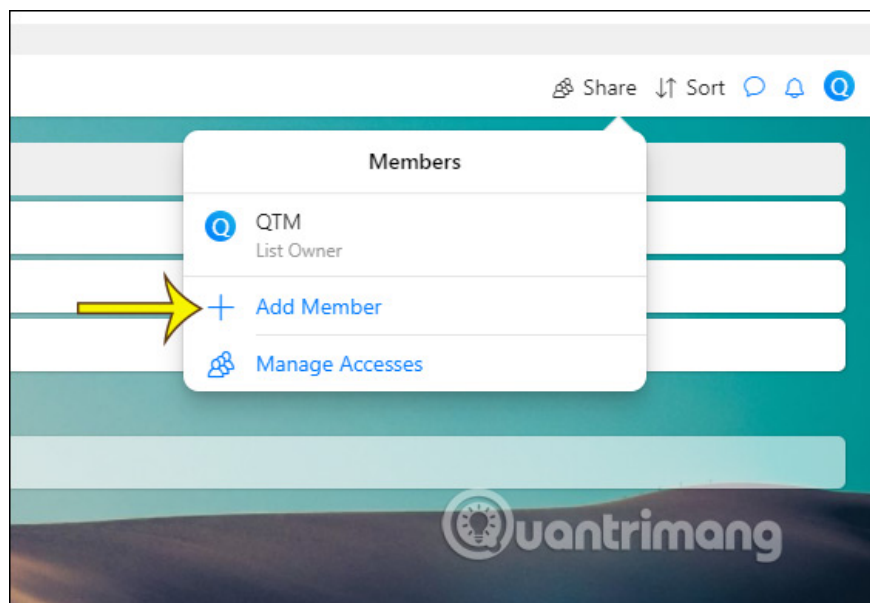
Step 4:

If **any work has been completed**, select the content. Then the task is underlined and displayed in the Done section.



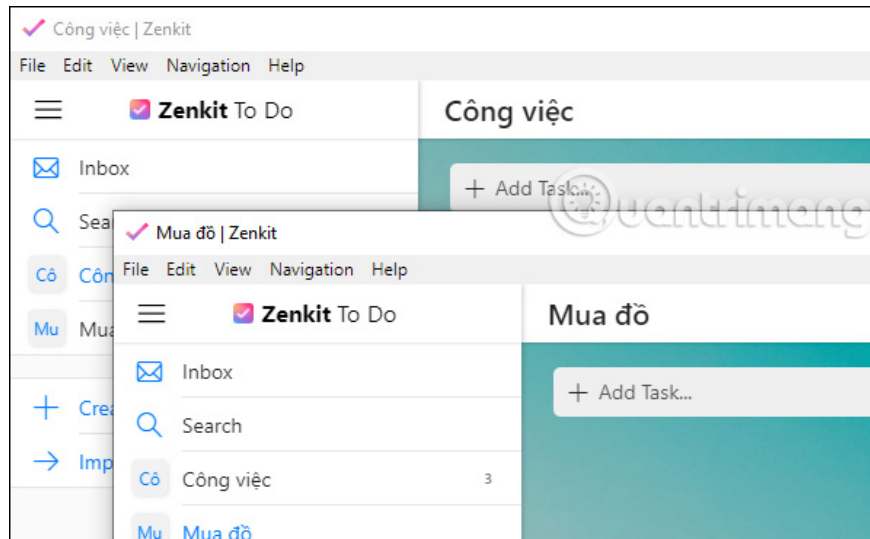
Step 5:

To **invite someone to join the task**, manage the task with group tasks, click **Share**, then click **Add Member** to enter the email name you want to invite to the task. Invited people can use the Zenkit To Do. web version



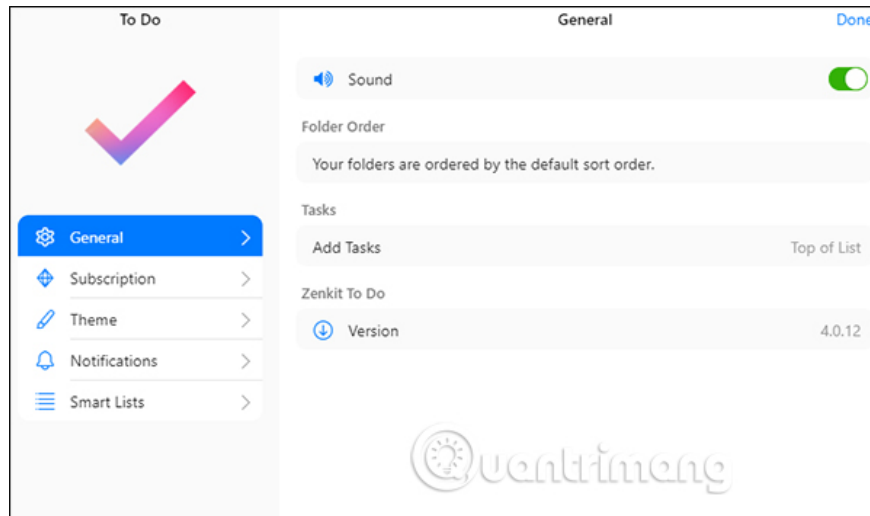
Step 6:

The Zenkit To Do application also has the feature of **working on multiple windows**, press **File> New Window** or **Ctrl + N**. Now displays a new Zenkit To Do interface for you to create to-do lists.



Step 7:

Click **File**> **Settings** to enter the setup interface for the application, change the theme if desired.



You finished reading the article "**How to use Zenkit To Do manage tasks effectively**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.