tokidu

Basic guide

The essentials in ten minutes: your first project, tasks that wait for others, “Up next” and notifications.

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tokidu.com/en/ayuda

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This guide covers the essentials of tokidu so you can get going today, in about ten minutes of reading. Whenever you want the detail on something, each part links to the complete guide, and in Help you'll find a search box and the frequently asked questions.

The idea in one sentence

tokidu is a project manager built on one simple idea: **"this task starts when that one is done"**.

Almost every project has tasks that can't start until another one is done: a brochure doesn't go to the printer before the copy has been checked. In tokidu you say that once and the task waits quietly. When the earlier one is marked as done, the next one unlocks itself, lets you know and shows up in "Up next", where you only see what you can do now.

And if you also tell it how long each task takes, tokidu works out when each one will be done, and when the whole project will.

Create your account (or try it without one)

There are two ways to get started:

- **Try the demo**, no account needed: it's the real tokidu with a sample project, and anything you change is saved only in your browser.
- **Create an account** for free, no card needed: with your email and a password, or with Google or Apple. Later on you can also sign in with a passkey (your phone's or computer's fingerprint or face recognition).

The Free plan is free forever: 2 projects and up to 60 open tasks at a time. What each plan includes is on Pricing.

More detail: Create an account and Signing in.

Your first project

Everything in tokidu lives inside a project: a website you're about to launch, a house move, closing the quarter…

1. In the sidebar on the left, click "New project".
2. Type its "Name" and, if you like, pick a "Colour".
3. Click "Save".

The project appears in the sidebar. Later you can rename it, or give it a client, an icon or an image, from “Project settings”.

More detail: Projects.

Adding tasks

Inside the project, type in the “Write a task and press Enter…” box and press **Enter**. That’s it: the task is now “To do”. Add all the ones you can think of this way, without worrying about the order yet.

To see or change everything about a task, click it: its details open, with the “Title”, the “Notes”, the “Due date”, the “Owner”, links and files, a “Checklist” for the small steps and more. None of it is required.

> **Tip:** a big task with several steps that you do yourself can carry a checklist inside it. If someone else does one of the steps, it’s better as a separate task.

More detail: Tasks.

Saying what comes after what

This is what makes tokidu different. If a task can’t start until another one is done:

1. Open the task that comes **after**.
2. In “Starts when … is done”, pick the one that has to be done **before**.

From then on the task is “Waiting”: it doesn’t get in the way in “Up next” or in your notifications. It can wait for several tasks at once; then it unlocks when the last one is done.

When you add a new task you can also say what it waits for, in the same quick-add box (“Starts when done”). And tokidu won’t let you create a loop (two tasks waiting for each other).

More detail: Waits and chains.

“Up next”: what you can do now

“Up next” is right at the top of the sidebar. It brings together, from all your projects, only what you can do right now: what you have “In progress” and what’s “Ready to start”. Anything waiting for another task doesn’t show up until it unlocks.

It’s the screen to start your day with: no filtering, no working out what’s blocked; tokidu already knows.

More detail: Up next.

Marking as done (and undoing it)

When you finish a task, click the circle next to it (“Mark as done”). The tasks that were waiting for it unlock there and then, tokidu lets whoever’s next know and “Up next” updates itself.

Made a mistake? Click “Undo” on the message that pops up and everything goes back to how it was. You can also “Reopen” a done task: the ones that were waiting for it go back to waiting.

If a task is no longer going to happen, don’t mark it as done: **cancel it**. That way the ones waiting for it carry on, and it’s clear it wasn’t done. Anything you delete stays in the trash for 30 days.

More detail: Marking as done, Cancelling a task and Deleting and the trash.

Seeing the project in other ways

At the top of the project you choose the “View”. They all show the same tasks:

View	What it’s for
“Board”	“Waiting”, “To do”, “In progress” and “Done” columns; drag the cards to change their status.
“List”	Everything in rows, with its status, what it waits for, date and owner.
“Calendar”	Tasks on the calendar, by date.
“Map”	Arrows showing what waits for what: the order at a glance.
“Gantt”	Each task on a timeline, from when it can start to when it would finish.
“Sprints”	Work in batches; when you close a sprint, whatever’s left moves to the next one.

More detail: Views.

How long it takes and when it’s done

Give each task its duration (in its details) and tokidu works out on its own when it can start and when it would finish, taking into account what waits for what, who’s doing it, their working hours and their days off. That tells it when the project will be done, and it warns you about anything that won’t make its “Due date”.

If a date surprises you, “Why that date?” explains where it comes from. And “What if it's delayed?” shows you what would move if a task takes longer, before it happens.

More detail: Dates and forecasts.

Working with other people Pro

On Free you work on your own. With Pro you can:

- **Assign tasks to other people**, whether they have an account or not, each with their own days off. A task has an “Owner” and can have companions.
- **Share a project** with other accounts and decide who edits and who only views.
- **Comment** on each task, with @ to let someone know, and see the history of changes.

When someone finishes a task, the person whose turn is next gets the notification.

More detail: Working as a team.

Notifications

tokidu emails you when one of your tasks unlocks. You can get the same notification in your computer’s or phone’s browser and, if you use the app, on your phone. With Pro, you also hear about what’s due and what won’t be ready in time, all together in one email a day if you prefer.

You choose your notifications in your account. If asked, confirm your email with the link we send you.

More detail: Notifications and calendar.

On your phone and tablet

tokidu works in the browser on any computer, phone or tablet: go to tokidu.com and sign in with your account. With the tokidu app you also get a widget showing what’s up next, the timer on your lock screen and notifications on your phone.

It’s the same account everywhere: whatever you change in one place shows up in the others.

More detail: The app.

What now?

With this you can already run your projects. When you want to go further:

- Chains of steps: save a sequence you repeat and apply it in one go.
- Recurring tasks, billable hours and the link for your client.
- Appearance and accessibility: dark mode, colours, larger text and more.

And if anything isn’t clear, search for it in Help or write to us: we’ll get back to you.