

TODOIST VOICE ASSISTANT SETUP GUIDE



[Get Todoist Pro Free for 2 months*](#)

CONNECT GOOGLE ASSISTANT AND TODOIST WITH THE FREE IFTTT APP

< Search



IFTTT - automation & workflow

For apps, devices & smart home

OPEN



6.7K RATINGS

4.6

★★★★★

AWARDS

Editors' Choice

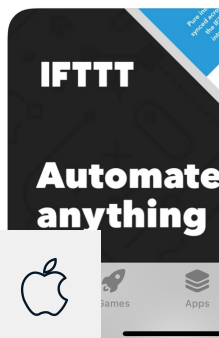
Apps

What's New

Version 4.37.0

Thanks for using IFTTT! This + Ability to add and edit filter Applets.

Preview



IFTTT - automation & workflow

IFTTT, Inc

In-app purchases

3.2★

180K reviews

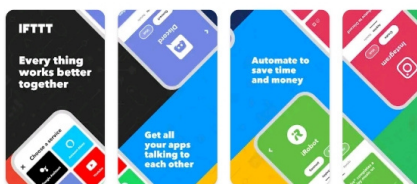
5M+

Downloads

E

Everyone

Install

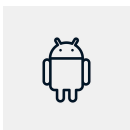


About this app



Connect and automate your apps, devices and smart home

Productivity



reviews



STEP ONE: Search your app store for "IFTTT" aka If This Then That. It's kind of like Zapier but simpler.

STEP TWO: Install and setup a free account.

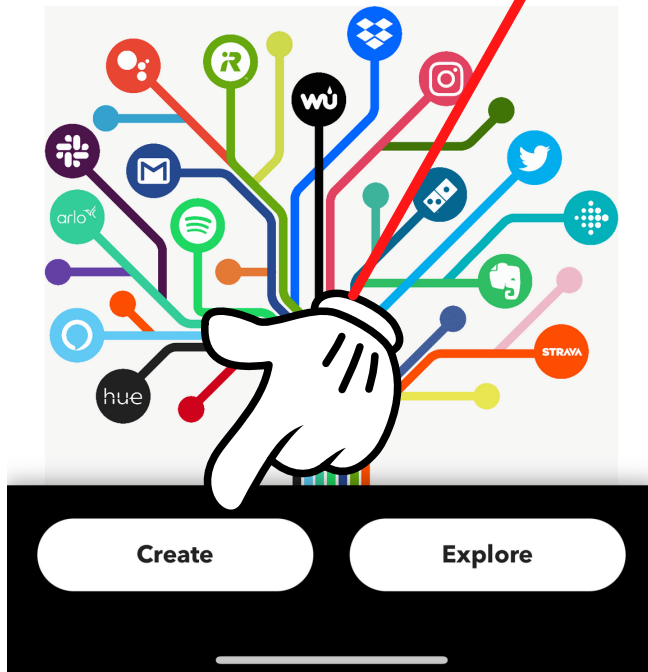
My recommendation is to connect the same Google account you use on your Google Home to simplify.

If you haven't installed Todoist yet go ahead and do that now.

You'll need to connect your Google Assistant and Todoist account to IFTTT for this setup to work.

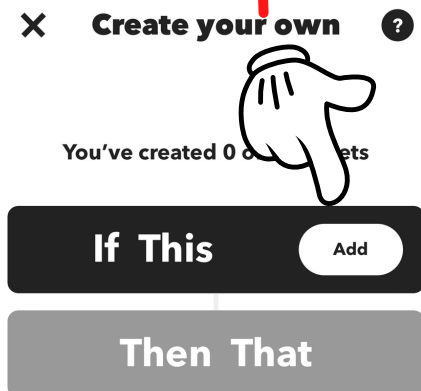
Further instructions below.

**Start connecting
your world.**

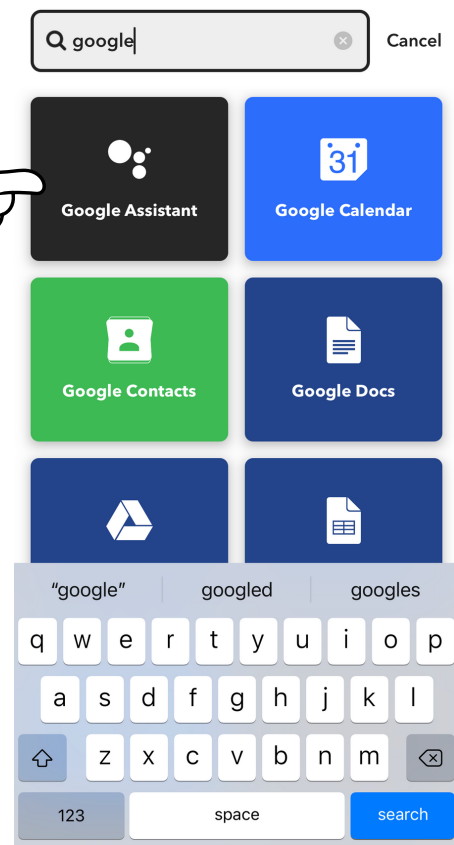


STEP THREE: Open IFTTT and Click on "CREATE"

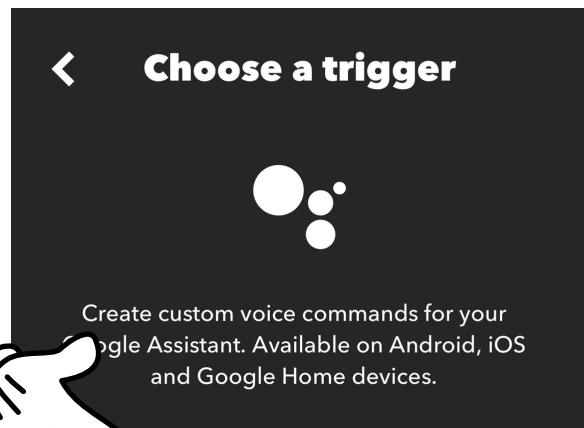
STEP FOUR: Tap "Add"



STEP FIVE: Type "Google" into the search bar and tap on the box that says "Google Assistant"



STEP SIX: Tap the option that says "Say a phrase with a text ingredient"



STEP SEVEN: Copy this screen typing "Capture idea \$" (without the quotes) in the first box (the \$ symbol represents the topics you'll say out loud later)

OPTIONAL You can choose to add more than one way to give your verbal command to Google Assistant. In this example you can see "Capture video idea \$" as the second option.



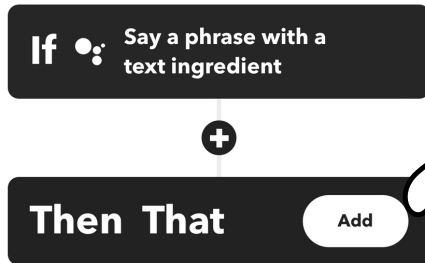
STEP EIGHT: add the above text to the box labelled "What do you want the Assistant to say in response?" Then tap **"Create Trigger"** below the Language box.

✕ **Create your own**



STEP NINE: Now you're ready to connect Todoist by tapping "Add" on the "Then That button"

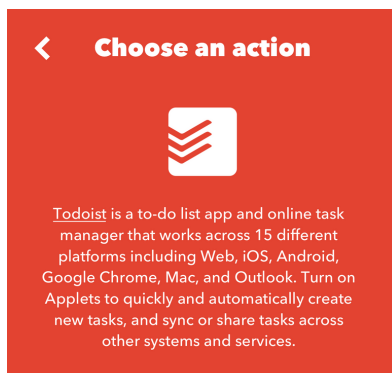
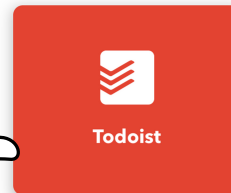
You've created 0 of 5 Applets



STEP TEN: Tap inside the search box and type in "Todoist"



Then tap on this red button when it appears.



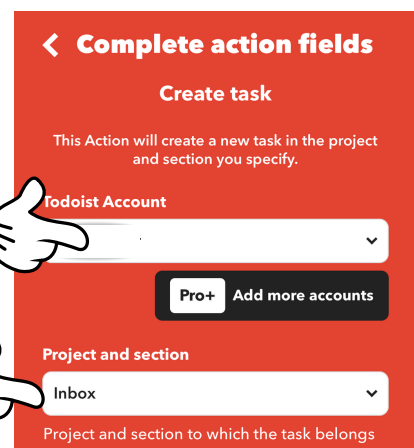
You'll be promoted to login to your Todoist account go ahead and do that now so you can proceed to Step Eleven.

STEP ELEVEN: Tap on "Create Task"



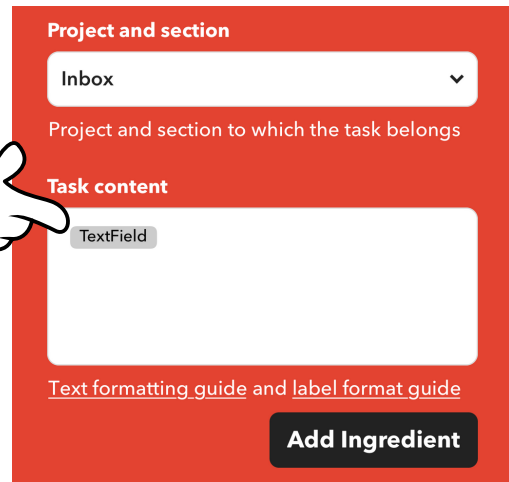
STEP TWELVE: Your account should be shown here in the dropdown with your subscription type.

In the Project and section select "inbox"



STEP THIRTEEN: Ensure the "TextField" box inside "Task content" remains intact.

No further changes are necessary for your content idea capture system to work.



Project and section

Inbox

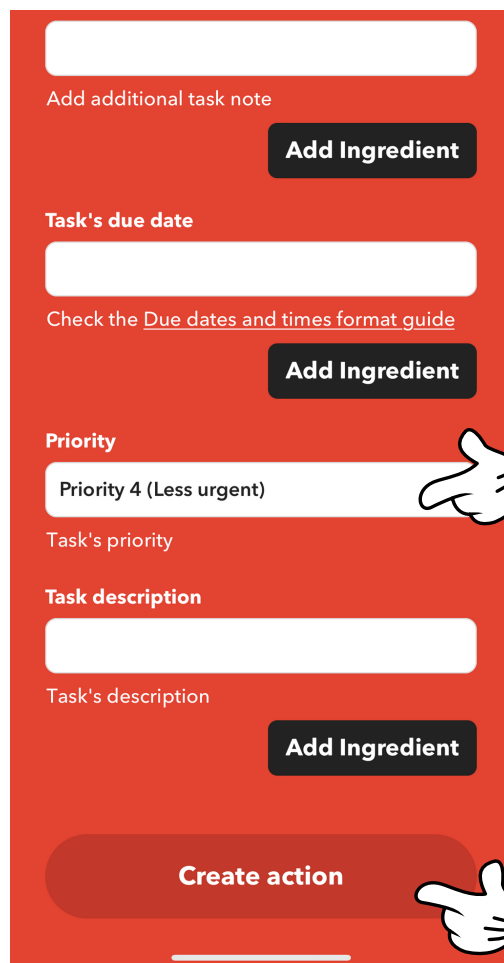
Project and section to which the task belongs

Task content

TextField

[Text formatting guide](#) and [label format guide](#)

Add Ingredient



Add additional task note

Add Ingredient

Task's due date

Check the [Due dates and times format guide](#)

Add Ingredient

Priority

Priority 4 (Less urgent)

Task's priority

Task description

Task's description

Add Ingredient

Create action

STEP FOURTEEN: Choose what default Priority you want from the drop down.

My recommendation is to use a low priority since the purpose of this setup is to make it fast for you to capture your content ideas and then sort them later.

You could use a higher priority for other functions like capturing your important tasks with another "applet" inside IFTTT.

You can leave most other boxes blank and tap on "Create Action"

You're almost done!



Additional Resources on the last page

✕ **Create your own** ?

You've created 0 of 5 Applets

If  Say a phrase with a text ingredient



Then  Create task
Matt Biggar



Continue

STEP FIFTEEN: Your screen should look like this with your account name displayed here if you've followed all the steps and connected your accounts to IFTTT

Tap "Continue"



STEP SIXTEEN: Your screen should look like this.

No further changes are needed simply tap "Finish"



< **Review and Finish**



Applet title

[Edit title](#)

If You say "Capture idea \$", then Create a task in Inbox

by biggarmatt

Receive notifications when this Applet is active



Finish

STEP SEVENTEEN: Your screen should look like this.

Tap the "Check now" button.

You may need to wait a few minutes before it will work (I noticed it works pretty quickly after tapping check now even if it says "within 1 hour" it usually works right away.



12:28



If You say "Capture idea \$", then Create a task in Inbox

by biggarmatt

[Edit title](#)

Connected

Receive notifications when this Applet is active



- Created Mar 3, 2022
- Never run

[View activity](#)

Polling Applets usually run within 1 hour

[Check now](#)



Archive

FINAL STEP: Test it out! Have fun!

Try saying "Hey Google Capture Idea this is a test"

Google Assistant should respond "Okay added this is a test to your Todoist inbox"

If you PAUSE between the command and the idea it may not work correctly. If this happens try again and say it all in one sentence.

You can also try "Hey Google Capture Video Idea this is a test" if you added the Optional second command in step SEVEN.

Congratulations you now have a rapid idea capture system that you can use anywhere as soon as inspiration strikes.

Remember to dedicate time to sorting your content ideas from the inbox by assigning a label and adding it to a project.

If you'd like to watch the YouTube video again here's the link:

[Click here to watch the YouTube Video](#)



Additional Resources on the last page



ADDITIONAL RESOURCES

**Get more great Video
Marketing resources
for your knowledge
business here:**

<https://matthewbiggar.com/resources>

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*Matthew
Biggar*

