

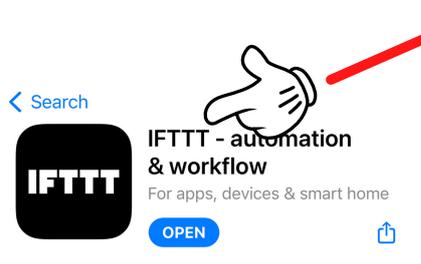
TODOIST VOICE ASSISTANT SETUP GUIDE



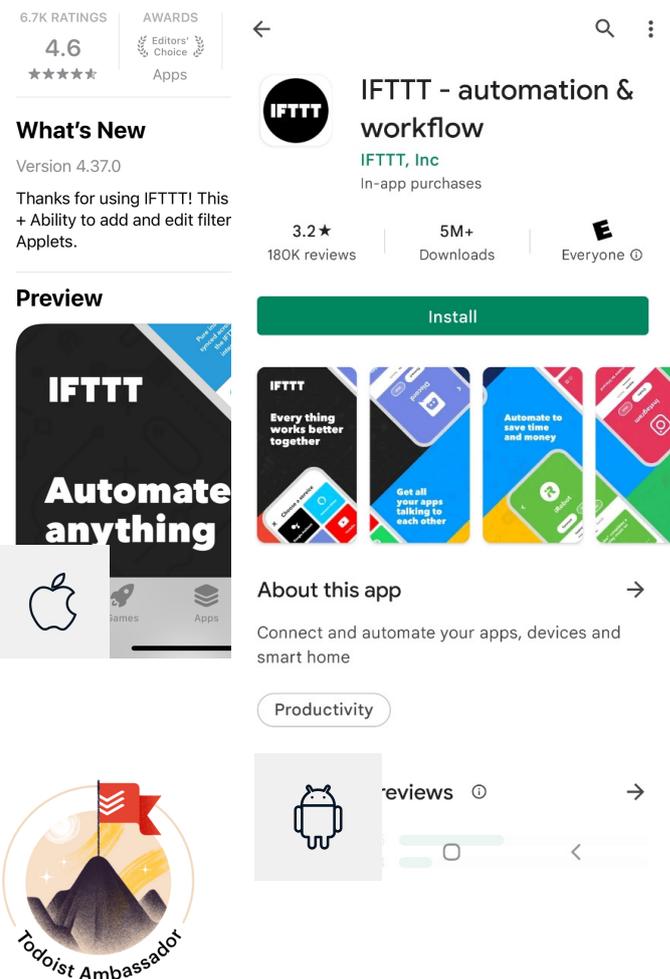
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CONNECT GOOGLE ASSISTANT AND TODOIST WITH THE FREE IFTTT APP

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



The screenshot shows the IFTTT app page on an app store. A hand icon points to the search bar at the top left. The app title is "IFTTT - automation & workflow" and it has a 4.6 rating. There is an "OPEN" button.



The screenshot shows the IFTTT app page on the Google Play Store. It includes the app icon, title "IFTTT - automation & workflow", developer "IFTTT, Inc", a 3.2 star rating, 180K reviews, and 5M+ downloads. There is an "Install" button. Below the app card, there are sections for "What's New", "Preview", "About this app", and "Reviews". A "Productivity" tag is visible. At the bottom left, there is a circular logo for "Todoist Ambassador".

STEP TWO: Install and setup a free account.

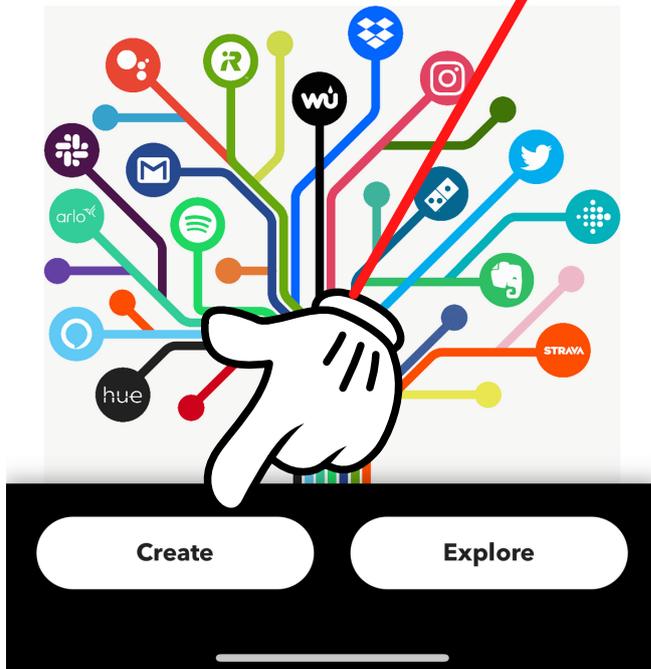
My recommendation is to connect the same Google account you use on your Google Home to simplify.

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.

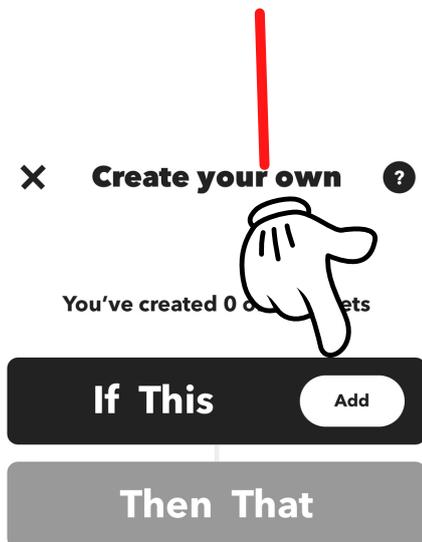
Further instructions below.

**Start connecting
your world.**

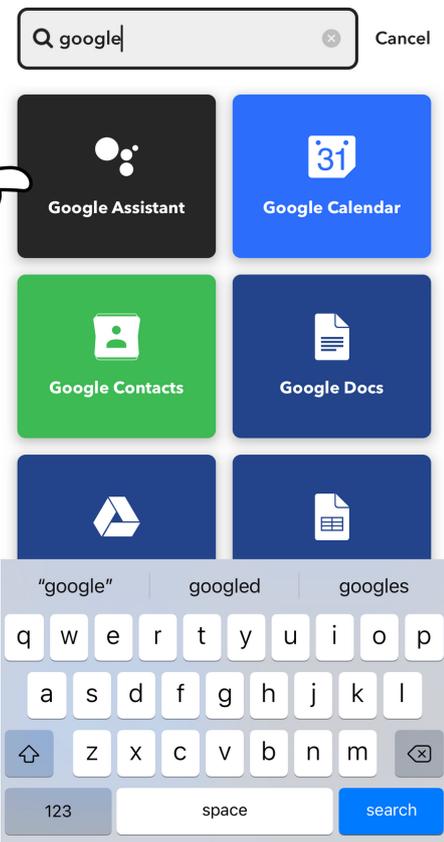


STEP THREE: Open IFTTT and Click on "CREATE"

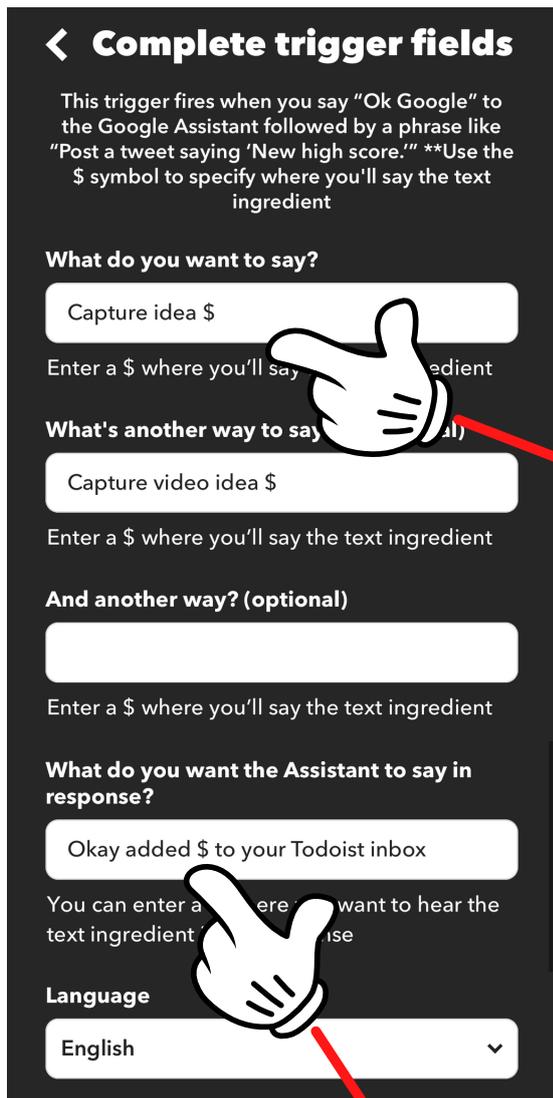
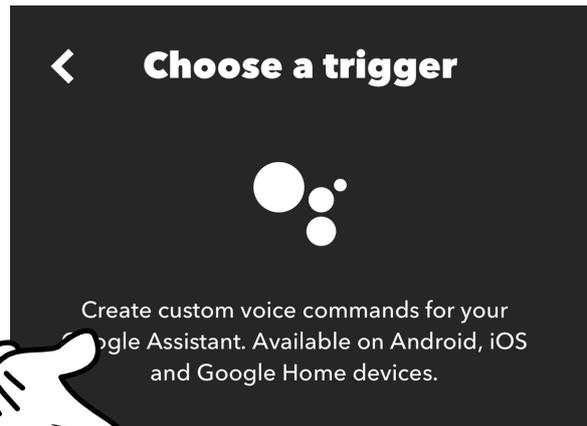
STEP FOUR: Tap "Add"



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"



- Say a phrase with a text ingredient
- Say a simple phrase
- Say a phrase with both a number and a text ingredient
- Say a phrase with a number

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**

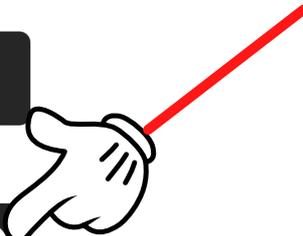
STEP NINE: Now you're ready to connect Todoist by tapping "Add" on the "Then That button"

You've created 0 of 5 Applets

If Say a phrase with a text ingredient

+

Then That Add



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

Q todoist Cancel



Then tap on this red button when it appears.



Choose an action

Todoist is a to-do list app and online task manager that works across 15 different platforms including Web, iOS, Android, Google Chrome, Mac, and Outlook. Turn on Applets to quickly and automatically create new tasks, and sync or share tasks across other systems and services.

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"

Complete action fields

Create task

This Action will create a new task in the project and section you specify.

Todoist Account ▼

Pro+ Add more accounts

Project and section

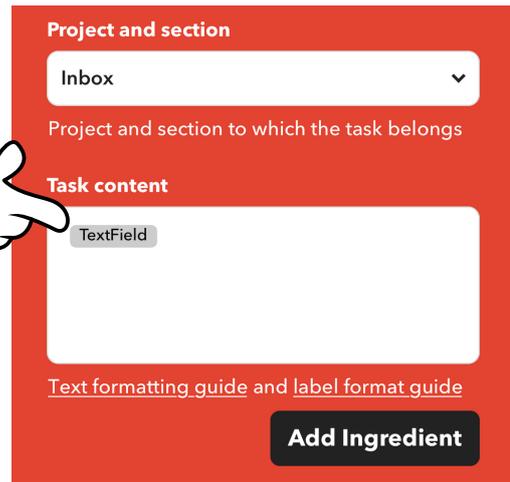
Inbox ▼

Project and section to which the task belongs



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

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



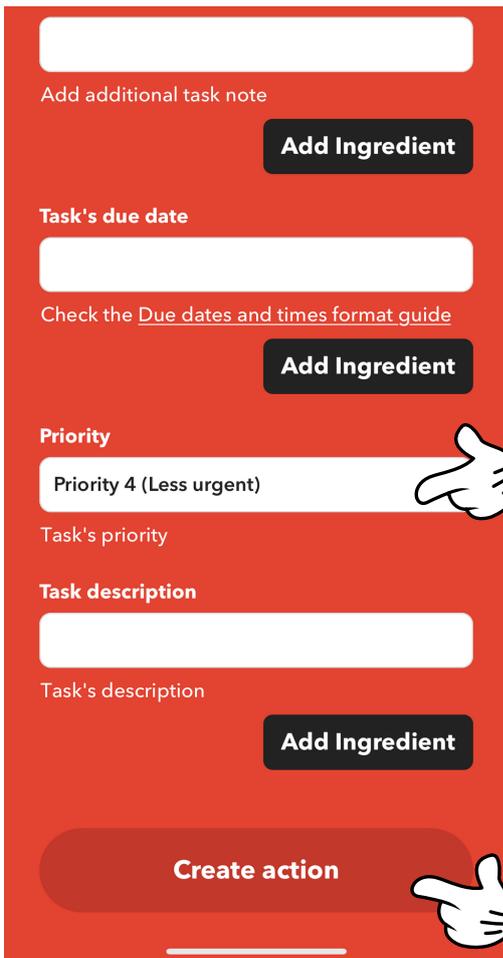
Project and section
Inbox

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*

