

# Workflowy – Quick Tips

## “What is Workflowy and how can it help me?”

### What is Workflowy?

Workflowy is a simple but powerful outlining tool. You can use it to make bulleted lists that can be easily searched, navigated and filtered, and you can access these lists on any web browser or mobile device. The strength of this tool lies in its simplicity and we recommend anybody who wants to bring a little more organization to their time, tasks or thoughts should give it try.

**WorkFlowy**  
Organize your brain.



### How can it help me?

Workflowy is very effective for simple things like shopping lists or planning what you need to take on holiday, but it can also help you handle much more complicated things like project planning or planning your written work.

It can play a similar role to mind-mapping: it allows you to break complex things, like ideas or projects, down into their component parts and lays them out in a simple, accessible way. It allows you to stay in control of things that might otherwise get overwhelming. Here's two examples of the most common uses you might have for this tool:

### Managing Projects

The challenge of projects is often being able to see the wood for the tree, and vice-versa. Just when you think you're on top of things, something pops up that you didn't account for, or you discover that you've been moving in the wrong direction all together.

Workflowy can help break down a project into its component parts, while keeping those parts in context of the big picture.

You can create an outline of the project that lets you stay in control without overwhelming you with features and functions.

#### My Field Trip

- Goals
- People
  - James
  - Linda
  - Steven
- Stuff to Take
  - Waterproofs
  - Compass
  - Surveying Gear
    - We can get this from the dept. Contact Rana: ext. 8469
- Location
- Research Plan

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## Planning an Essay

### Essay: My Favourite Colour

- Introduction
  - Take three colours and list reasons pro's and cons...
- Red
  - <https://en.wikipedia.org/wiki/Red>
    - Pro
      - Warm
        - Red is widely thought of as a warm colour
      - Bright
      - Vivid
    - Con
      - Can mean Danger
      - Fiery
- Green
  - Pro
  - Con
- Blue
  - Pro
  - Con
- Discussion
  - Cultural context
  - Personal context
- Conclusion

In a way, planning written work is just another kind of project management because it's never simply about writing.

Workflowy can help you bring together all the research, time management and thinking into a cohesive structure.

This structure can then be developed as your work proceeds, capturing notes, quotes, references as you go. Then, once you're happy with your comprehensive plan, you can export it to your word processor of choice so it can be transformed into a 1st class essay (hopefully).

## How do I give it a try?

Simply go to [www.workflowy.com](http://www.workflowy.com) and sign up for a free account. There's a subscription version if you find the free offering is too limited.

You can also find Workflowy apps on [Android](#) and [iOS](#), or as [web apps](#) if you use Google's Chrome browser.