

2DL user manual

Your trusted system for everything that has your attention

Version of November 2026

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1 What 2DL is

2DL is a personal task system built on the Getting Things Done (GTD) method. The idea is simple: your head is for having ideas, not for storing them. Write everything down in one trusted place, decide what each thing means, and every day you see only what you can do right now.

The method has five steps, and 2DL has a place for each of them:

Step	What you do	Where in 2DL
Capture	Write down everything that has your attention	**Inbox**
Clarify	Decide what each thing is and what the next step is	**Clarify** wizard
Organize	Put it where it belongs	**Next actions**, **Projects**, **Calendar**, **Waiting for**
Reflect	Look through the whole system once a week	**Reviews**
Engage	Do what fits your place, time and energy	**Now**, **Today**

> You only need two habits to start: write everything into the **Inbox**, and clarify the **Inbox** once a day. The rest will follow.

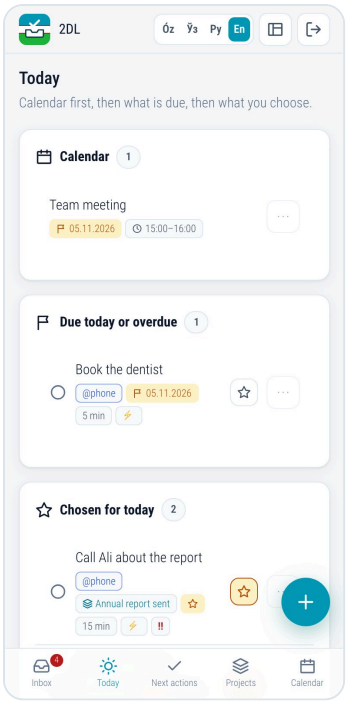
2 Getting started

Create an account. Open the site and press **Create an account**. Enter your name, e-mail and a password of at least 8 characters, accept the offer and the privacy policy, and open the link we send to your e-mail. The service is free.

Sign in. Enter your e-mail and password. For your safety we then send a 6-digit code to your e-mail; it is valid for 10 minutes. Tick **Trust this device for 30 days** on your own computer so that the code is not asked each time. Forgot the password? Use **Forgot your password?** on the sign-in screen.

First visit. The **Inbox** greets you with a short welcome. Start with a mind sweep: write down every open matter in your head, one line each.

On your phone. 2DL works in the browser and can be installed like an app. In Chrome on Android choose "Install app" in the browser menu; in Safari on iPhone press Share, then "Add to Home Screen". The installed app starts from the home screen and accepts links shared from other apps.

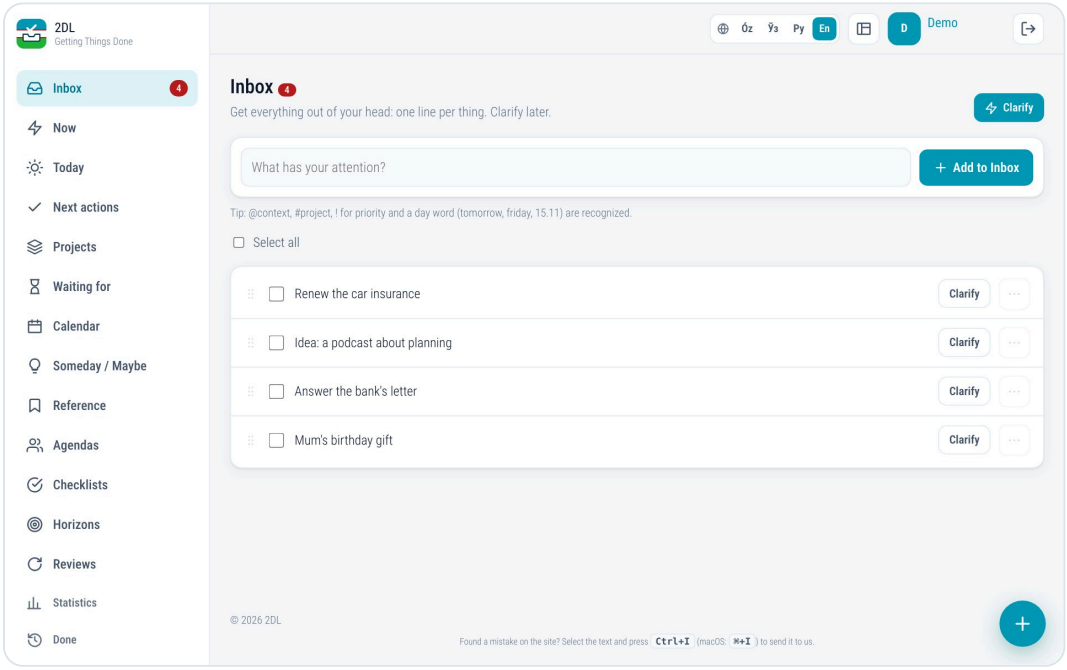


The phone view: the main sections are in the bottom bar

The screen. The menu holds all sections. At the top are the language switch, the view button, your profile and sign-out. The round **+** button at the bottom right captures a new thing from any screen.

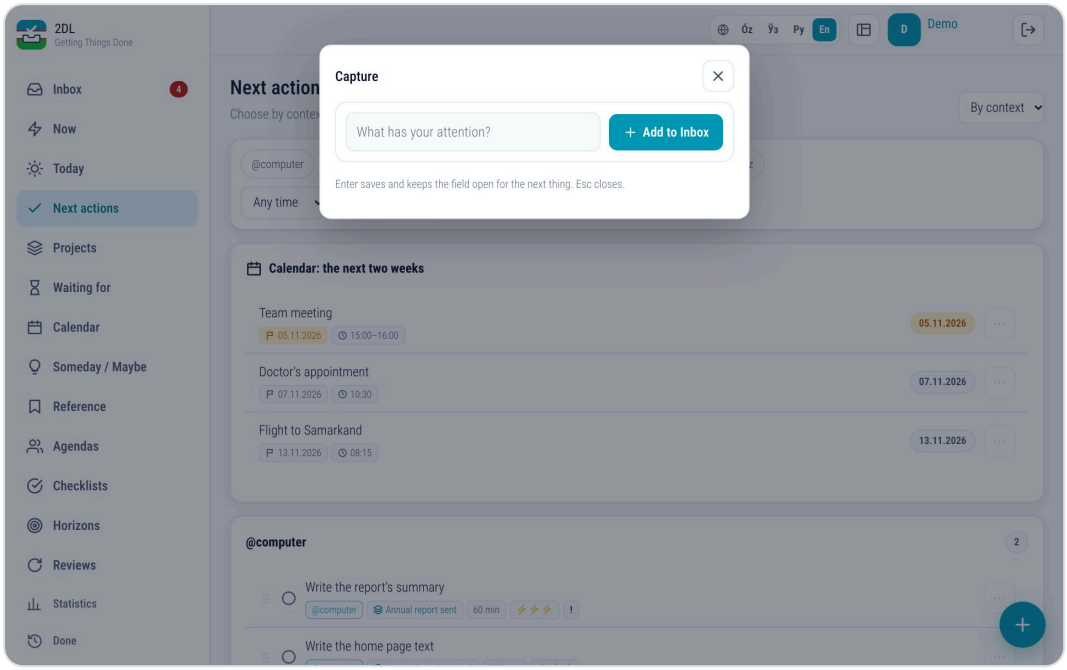
3 Capture: the Inbox

Everything starts in the **Inbox**. Type a line and press `Enter`: the field stays open for the next thing. Do not think about where it belongs yet. Just get it out of your head.



The Inbox with four things waiting to be clarified

Capture from any screen. Press `Q` or the round **+** button.



Quick capture opens over any screen

Paste a list. If you paste several lines, 2DL asks whether to make each line a separate item.

Shorthand. You may add these marks to the line. They fill in the details for you:

Write	Meaning	Example
@name	Context	Call the bank @phone
#name	Project	Order tiles #kitchen
! !! !!!	Priority	Send the invoice !!
day word or date	Due date	Pay rent friday, Pay rent 15.11

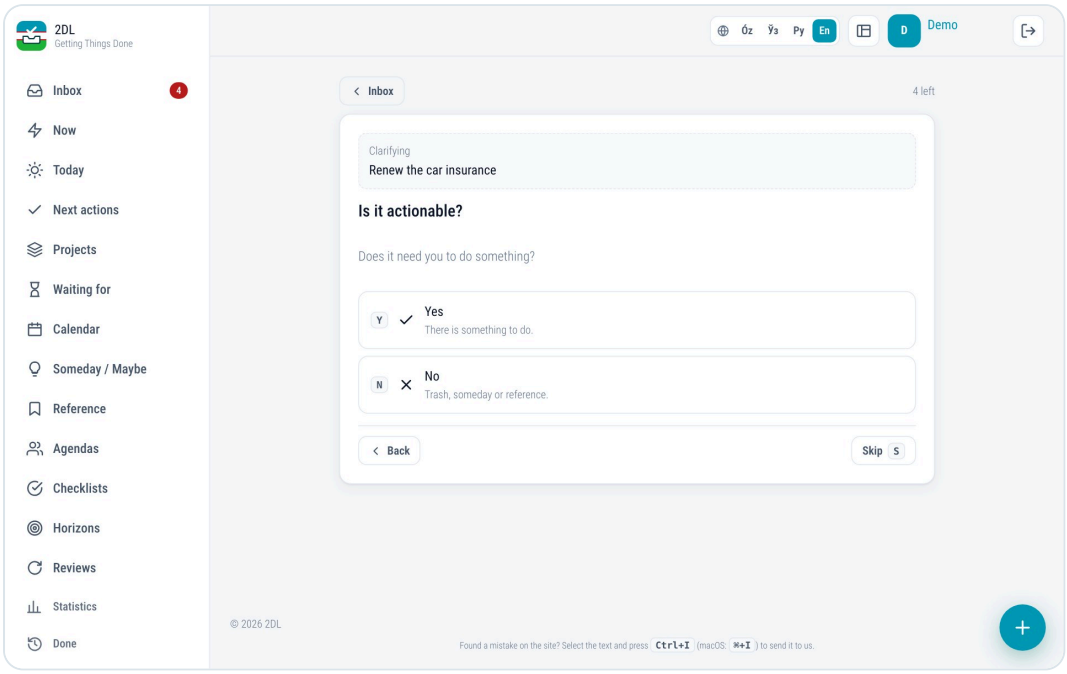
Day words work in all interface languages: today, tomorrow, Friday, and so on.

Other ways in (click your name at the top to open your profile; available if enabled on your server):

- **Telegram.** Press **Link Telegram** and start the bot. Whatever you write to the bot goes to the **Inbox**. Commands: /inbox, /today, /next, /done and a number, /stop.
- **E-mail.** Press **Make an address** to get your secret address. Whatever you send there goes to the **Inbox**.
- **Sharing.** On a phone, choose 2DL in the Share menu of another app.
- **API tokens.** For iOS Shortcuts, Tasker or Zapier.

4 Clarify: decide what it is

Press **Clarify** in the **Inbox**. The wizard shows the things one at a time, oldest first, and asks a few short questions. Every step works from the keyboard: the keys are shown on the buttons.



The wizard asks one question at a time

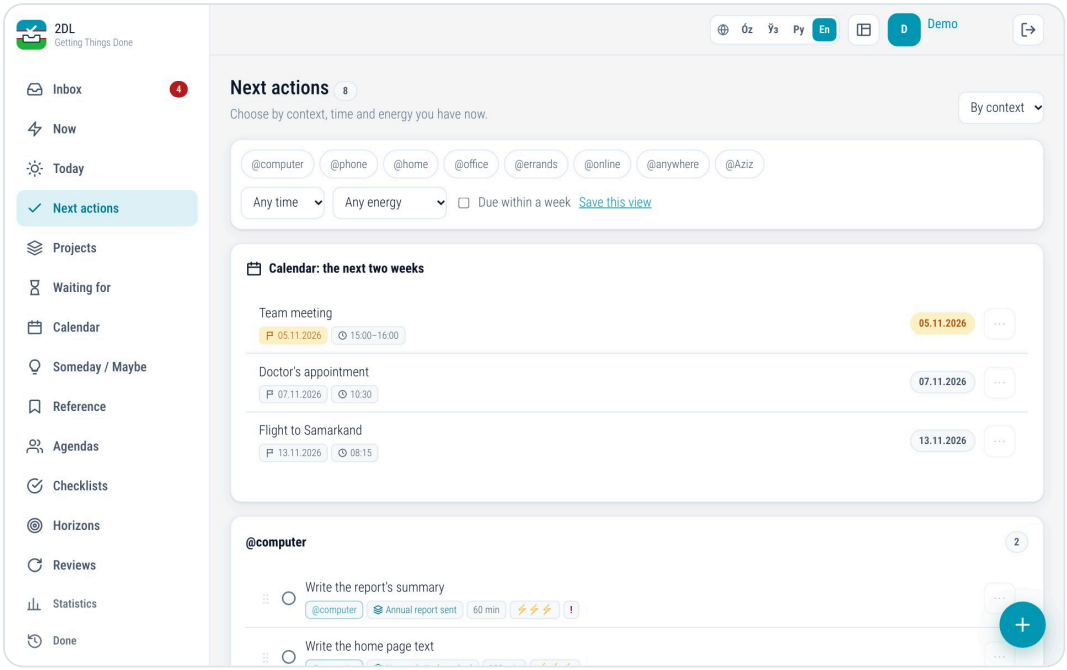
1. **Not actionable?** Choose **Trash**, **Someday / Maybe** or **Reference**.
2. **Needs more than one step?** It is a project: name the outcome as if it were done ("Report sent"), then write the first action.
3. **Takes less than 2 minutes?** Do it right now. A 2-minute timer starts.
4. **Someone else should do it?** It goes to **Waiting for**. 2DL prepares a polite message that you can copy and send.
5. **Must happen on a set day?** It goes to the **Calendar**.
6. **Otherwise** it is a next action. Give it a context, the time and the energy it needs.

Write actions as something you can see yourself doing: not "Report" but "Call Ali about the report".

> Made a wrong choice? The **Undo** button stays on the screen for 10 seconds after each decision. `S` skips an item, and `Backspace` returns to the previous step.

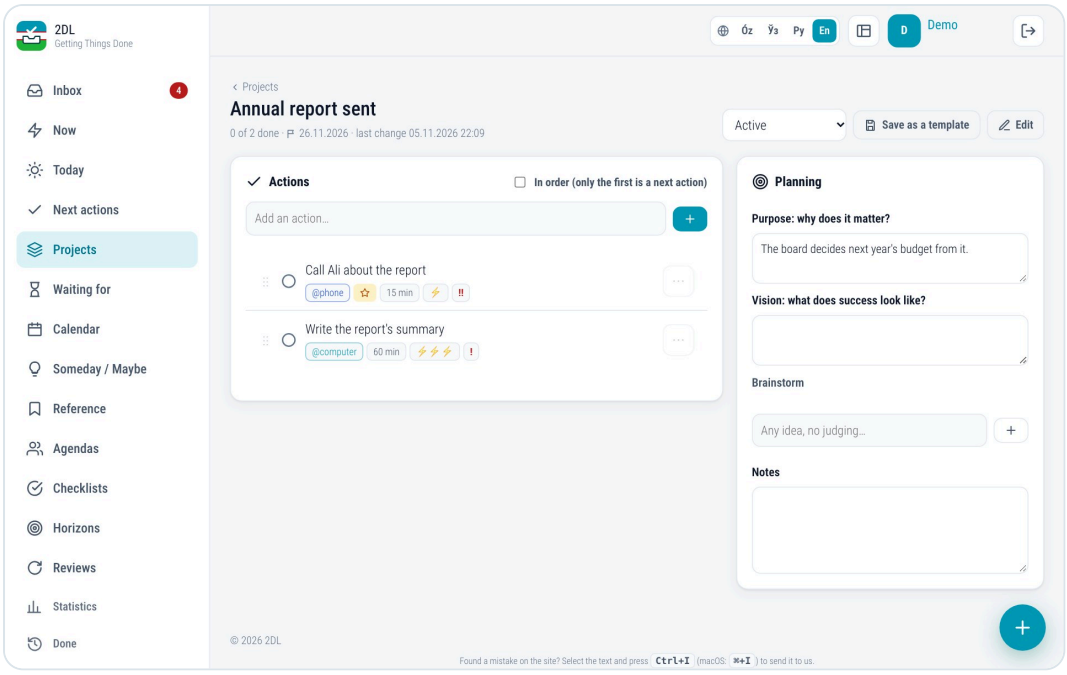
5 Organize: your lists

Next actions are all the things you can do now. Filter them by context, time and energy, group them, and save a filter you use often with **Save this view**. The **Calendar** of the next two weeks is shown above the list. An action with a **Start (hidden until)** date stays out of sight until that day.



Next actions, grouped by context

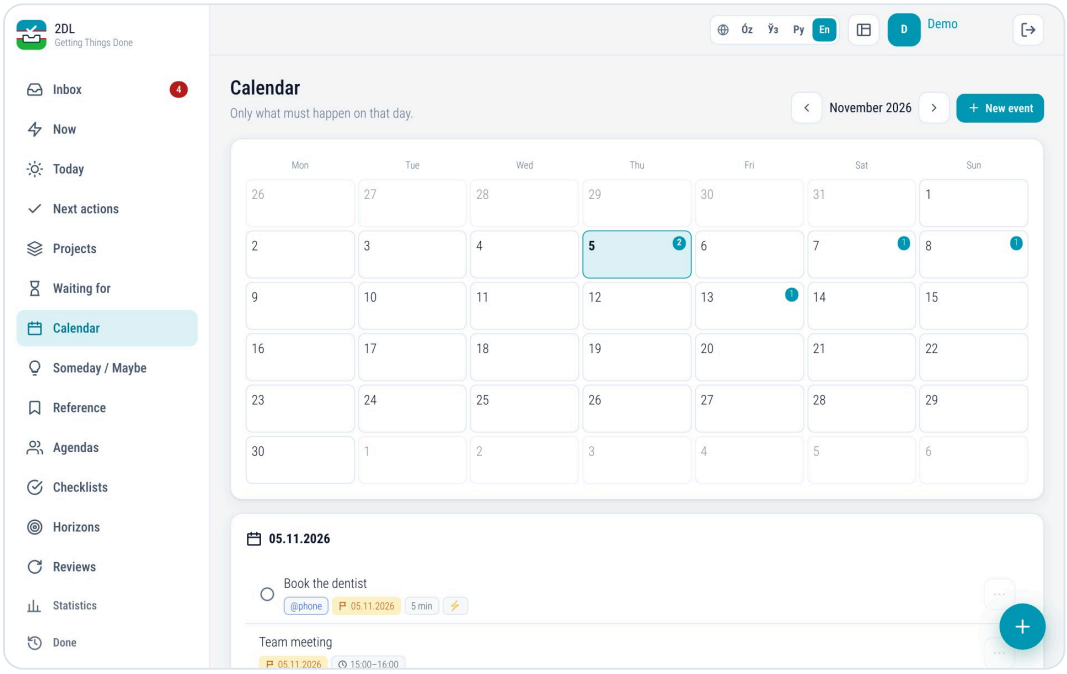
Projects are outcomes that need more than one action. Each active project needs at least one next action; 2DL warns you when one has none. Inside a project you will find its actions, a **Planning** block (purpose, vision, brainstorm), sub-projects and status. Turn on **In order (only the first is a next action)** when steps must go one after another. A project you repeat can be kept with **Save as a template**.



A project: actions on the left, planning on the right

Waiting for shows what others owe you and since when. Late items are marked. **Follow up** prepares a reminder message; **+7 d.** moves the date by a week.

Calendar is only for what must happen on that day: meetings, appointments, hard deadlines. Do not put wishes here.



The Calendar: only what must happen on that day

Someday / Maybe keeps ideas with no commitment. Set **Look again on** and the idea returns to the **Inbox** that day. Buttons turn an idea into an action or a project.

Reference keeps information you may need, in folders. It is not a to-do list.

Agendas collect what to discuss when you meet a person or at a meeting.

Checklists are lists you use again and again: packing, closing a month. **Start over** clears the ticks.

Horizons connect the daily work with bigger things: areas of focus, goals for 1–2 years, vision, purpose and principles.

Contexts say where you are or what you need: @phone, @computer, @errands. You may add, rename and archive them.

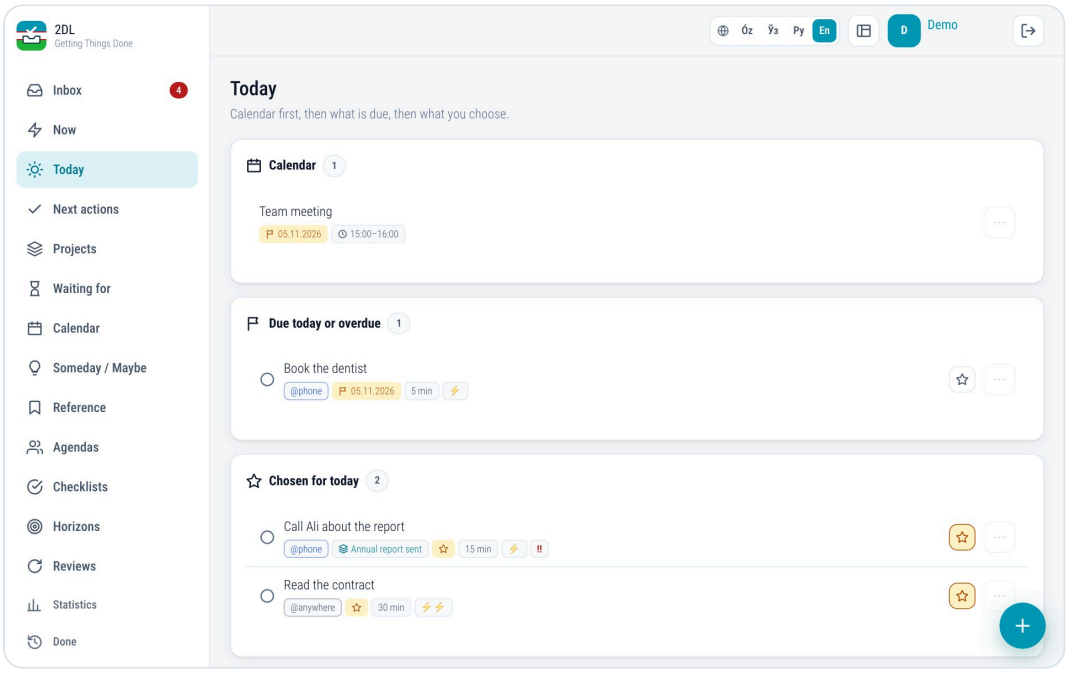
Repeating actions. Open an action and choose **Repeats**: every day, week, month or year, or some days after it is done.

Moving things. Drag an item onto a menu section, or use **Move to** in its "…" menu. To finish an action, click the circle next to it.

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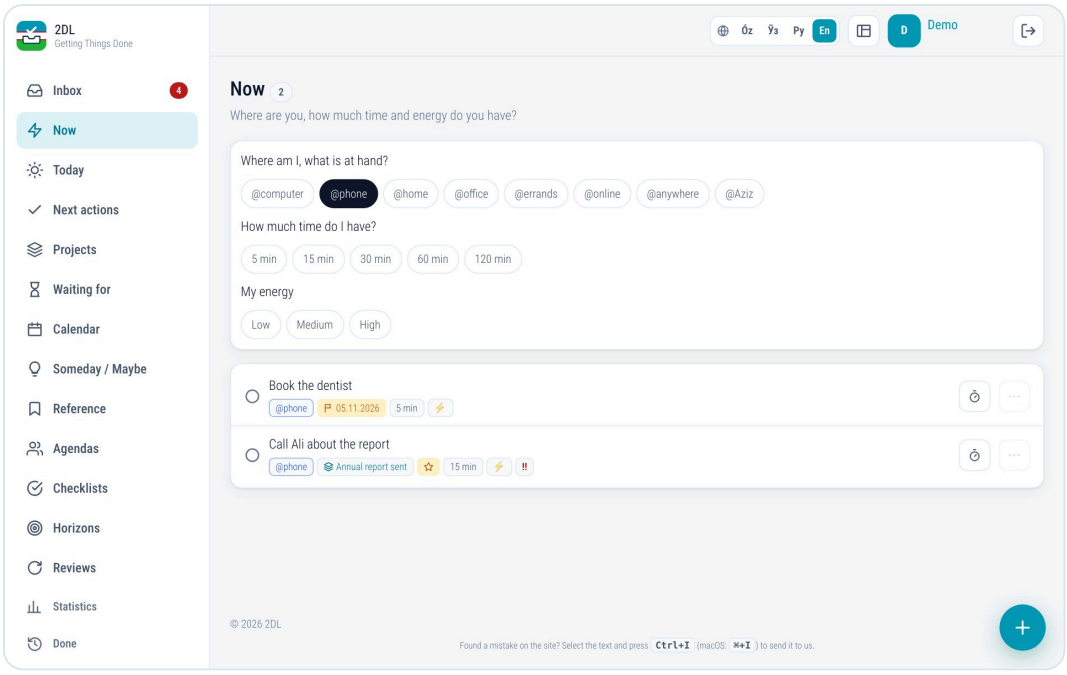
6 Engage: what to do now

Today shows the day in order: the calendar first, then what is due, then what you chose. Mark an action with a star to choose it for today. Up to 7 is a good limit: a shorter list gets done more often. Yesterday's unfinished choices can be moved in one click.



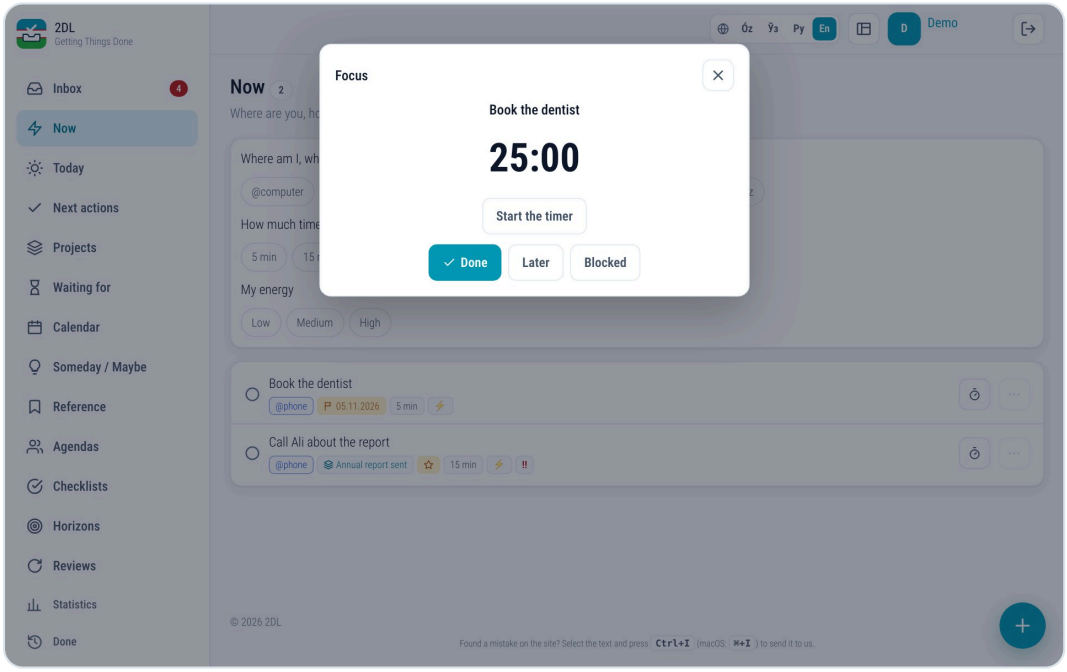
Today: the calendar, what is due, what you chose

Now answers "what should I do at this moment?" Say where you are, how much time you have and how much energy, and only the fitting actions stay.



Now: the list after choosing the phone context

Focus. Press the timer next to an action to open it full screen. The optional timer gives 25 minutes of work and 5 of rest. At the end choose **Done**, **Later** or **Blocked**.



Focus: one action and a timer

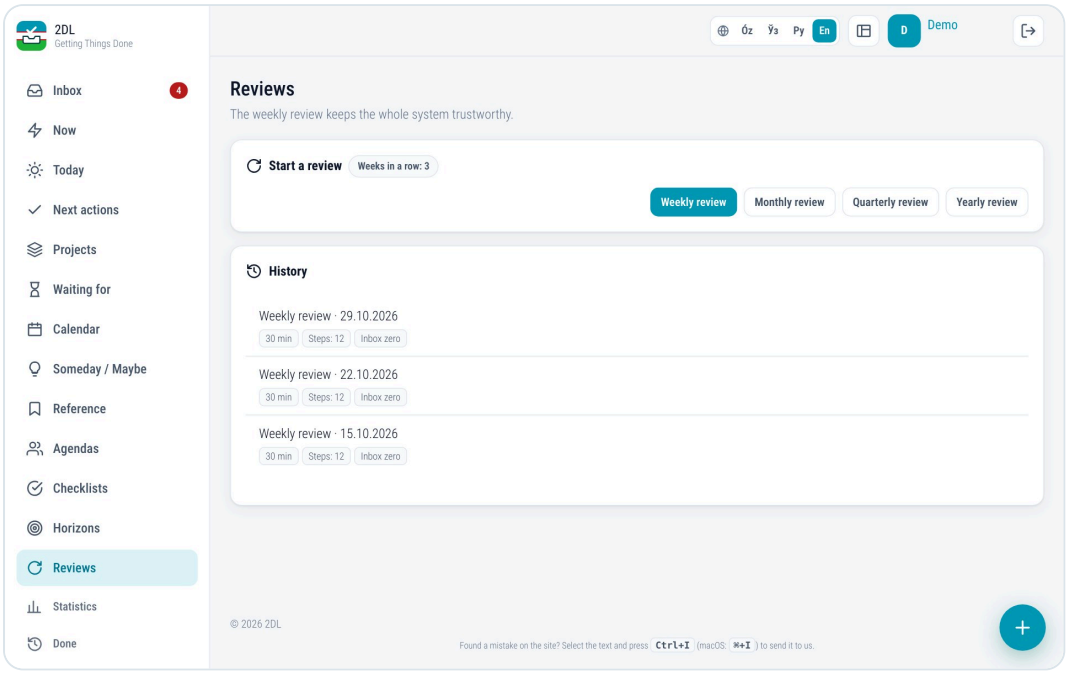
7 Reflect: the weekly review

The weekly review keeps the whole system trustworthy. Open **Reviews** and press **Weekly review**. The wizard takes you through 12 steps in three blocks:

1. **Get clear:** collect loose notes, bring the **Inbox** to zero, empty your head.

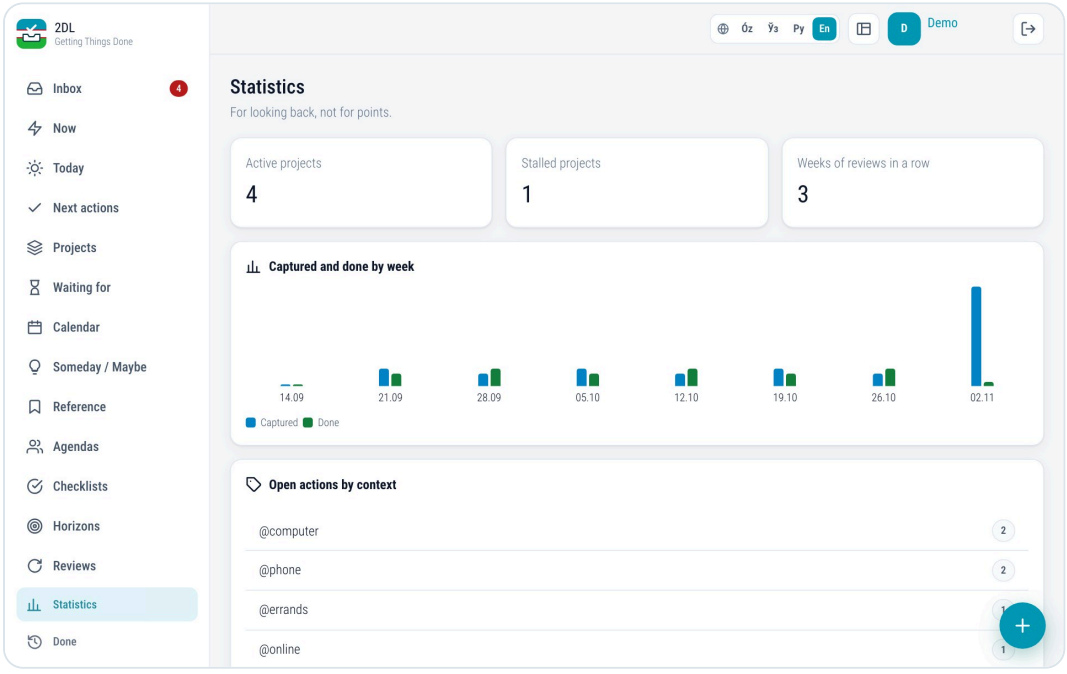
2. **Get current**: look through next actions, the calendar, waiting-for items, projects and checklists.
3. **Get creative**: look through **Someday / Maybe**, your areas and goals, and write down new ideas.

You can leave and continue later. 2DL counts your weeks in a row. There are also monthly, quarterly and yearly reviews.



Reviews: start a review and see the history

Statistics is for looking back, not for points: what was captured and done by week, active and stalled projects, open actions by context.

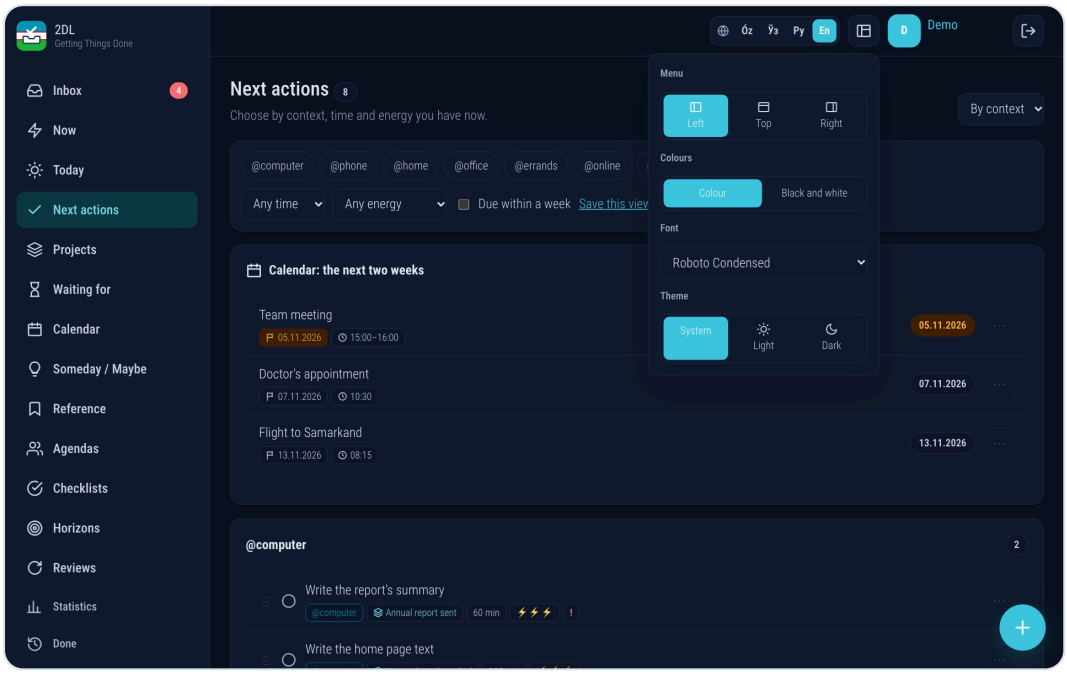


Statistics

Done lists finished things. **Trash** keeps deleted things for 30 days; **Restore** brings them back.

8 Settings

View. The view button at the top changes the menu's position (left, top, right), colours, font and theme (**Light**, **Dark** or as in the system). The default font is thin and narrow; four more fit different tastes.



The view menu

Account. Click your name at the top to open the profile. It holds your name, language, time zone, the first day of the week and the weekly review day.

Notifications. Choose which channel (push, e-mail, Telegram) carries reminders, the morning digest and the weekly review reminder. Set **Quiet hours from** so that nothing disturbs you at night.

Two-factor authentication. Press **Set up**, scan the QR code with an authenticator app, enter the code, and save the backup codes somewhere safe.

Signed-in devices. See where you are signed in and sign out of other devices.

Your data. Download everything as a file, export actions (CSV) and the calendar (iCal), or import a file. **Delete the account** erases the account after 14 days; until then you can cancel.

9 Working without internet

2DL keeps a copy of your data on the device. Without a connection you keep reading and writing as usual and a notice appears at the top. Changes are synced when the connection returns, and your other devices receive them.

10 Keyboard shortcuts

Keys	What they do
`Q`	Quick capture from any screen
`/` or `Ctrl+K` (`⌘K`)	Search
`Enter`	Save the line, go to the next step
`Y` `N` `1` `2` `3`	Answer in the clarifying wizard
`S`	Skip the item in the wizard
`Backspace`	Previous step of the wizard
`Esc`	Close a window
`Ctrl+I` (`⌘I`)	Report a mistake in the selected text

11 Questions and answers

Who sees my data? Only you. Each account has its own space, and the local copy on a shared computer is kept apart for each account.

I did not receive the e-mail. Check the spam folder, then ask for a new link or code on the same screen.

I lost my phone with the authenticator. Sign in with one of the backup codes, or use **No phone at hand? Send a code by e-mail**.

I deleted something by mistake. Press **Undo** at once, or find it in **Trash** within 30 days.

I found a mistake on the site. Select the text and press `Ctrl+I` (`⌘I` on a Mac). The message reaches us with the page address.

How do I contact you? Write to info@2dl.uz.