Intro to Toggl (WellSaid Labs-Techsmith Camtasia)

Have you often wondered, what did I work on all day? What did I actually accomplish? How would you like to easily track your work time? Well, welcome to Toggl Track or just Toggl for short! This free, user-friendly version is a compact time tracking and reporting app that was designed with freelancers in mind, but could be used in a variety of different ways. It is available via your desktop and on your mobile device. Please note there are other plans available that utilize monthly payments.

 This screencast tutorial will guide you through the process of setting up your own Toggl workspace. It will cover basic topics including: creating an account, setting up clients and projects, using the start and stop timers, and how to run reports.

So, let's get started! Simply go to the homepage of Toggl and click on try for free on the top right corner, agree to the terms of service and then create an account by putting in your email address and a password, then simply click on sign up with email, you may also sign-up using Google or Apple. After creating an account, you will be redirected to the main screen.

On the left side, you will see your timer, as well as several sub-categories under analyze and manage. Let's start with clicking on clients on the left, and then on the top right click the +new client, give the client a name, mine will be Allen, you can edit or delete this client if you need to. Then let's click on projects on the left, then click on + new project on the right. Then add a project name, I'm going to call this Camtasia tutorial, then I can choose the client and the project and start my timer. The time will continue to run on the tab as you work. To stop the timer simply click on the stop button on the top right side.

If you have forgotten to start the time, don't worry, you can edit this by selecting the time (and even the date if needed) to truly reflect the work you were doing.

At the top left, you can also type in what you are working on and then select it, as you can see, you do not need to click on the timer to start it, it starts on its own.

If you click on Team on the left, you can add other team members.

You can add Tags for more context or category to your time entries, beyond just the clients and projects.

By clicking on Integrations, you can easily connect your external calendar, native integrations, plugins, or even add extensions.

By clicking on Subscription you can upgrade if you'd like to add other features that are available from TOGGL.

 Organization gives you who is the admin on the account.

Settings is where you can choose whether what you are working on is not billable or if it is billable, you can fill-in the hourly rate.

Last, if you would like to look at what you have been working on previously, you can click on reports. This will generate an easy to read, color-coded report. You can choose if you like to see what you have done by the day.

By the week.

By the month.

Or even by the year.

As you can see Toggl is an app that is easy to navigate, can help you track your work time, and may help you answer the question-What exactly did I work on all day?