

16.6 Subtasks and Task Structure

Use subtasks to break a larger task into smaller steps. A subtask can have its own dates, priority, notes, and reminders.

Add and arrange subtasks

Open a task's action menu and choose **Add subtask**. Enter the step's title and confirm. You can add subtasks to a subtask as well, so the structure can be more than one level deep.

On a device where dragging is convenient, drag tasks to arrange them or place one under another task. Choose **Manually** in the sort control when you want to set their order yourself. Keep the structure shallow enough to read comfortably on a phone.

Completion affects the structure

Completing a parent also completes its open subtasks. Reopening a subtask reopens a completed parent as needed. Reopening a parent does not automatically reopen every completed child; check the steps you still need to do.

Use **Show subtasks** or **Hide subtasks** to expand or collapse the structure. **Show closed subtasks** and **Hide closed subtasks** control completed or canceled steps. Hiding a step does not delete it.

Moving and deleting

Moving a parent to another list also moves its subtasks. Deleting a parent deletes its subtasks too. Review the whole structure before either action. Recovery is covered in [16.7 Completing, Reopening, and Deleting Tasks](#).

