

# How to Make a Checklist in OneNote

Checklist Guide · OneNote · Easy · 2-5 minutes

OneNote can turn any line of text into a checklist item using its To Do tag. This guide shows the method and the keyboard shortcut, then explains why a checklist tucked inside a notebook page is harder to reuse than one in a purpose-built tool.

Read the live, illustrated version online:

<https://genechecklist.com/guides/how-to-make-a-checklist-in-onenote>

## QUICK ANSWER

To make a checklist in OneNote, type your tasks on separate lines, select them, and press Ctrl+1 (or click the To Do Tag on the Home tab). Each line gets a tickable checkbox.

## USE THE TO DO TAG

*The single, quick way to add checkboxes in OneNote.*

- 1 Open or create a page**  
Pick the OneNote page where the checklist should live.
- 2 Type your items**  
Write each task on its own line.
- 3 Select the lines**  
Highlight all the tasks you want to make tickable.
- 4 Apply the To Do tag**  
On the Home tab, click the "To Do Tag" (a checkbox), or simply press Ctrl+1.
- 5 Tick items off**  
Click a box to check it. Press Ctrl+1 again on a line to remove the tag.

## WHERE ONENOTE SLOWS YOU DOWN

- Checklists live inside free-form notebook pages, so they are easy to lose among other notes.
- No checklist templates, no priorities and no progress bar.
- Printing or exporting a clean, standalone checklist, rather than a whole notebook page, is awkward.
- Sharing means sharing notebook access, not a simple link to one list.

**The verdict:** OneNote turns any line into a checklist item with a quick Ctrl+1, but the list is buried in a

notebook page with no templates or progress tracking.

## ONENOTE VS GENECHECKLIST

	OneNote	GeneChecklist
<b>Time to a usable checklist</b>	2-5 minutes	Under a minute
<b>Checkboxes</b>	Ctrl+1 To Do tag	Built in: tap to tick, with a live progress bar
<b>Ready-made templates</b>	None for checklists	300+ professionally written checklists
<b>AI list generation</b>	Not available	Describe your list and AI writes the items
<b>Phone and desktop</b>	Syncs across OneNote apps	Any browser, nothing to install
<b>Print and PDF</b>	Prints the whole notebook page	One-click, print-ready PDF
<b>Cost</b>	Free, with a Microsoft account	Free to build, print and download as PDF

## THE FASTER WAY: GENECHECKLIST

- 1 Open the free builder**  
Go to the checklist builder. There is no download, no sign-up and no hidden menu to switch on. It loads as a blank checklist, ready for you to type.
- 2 Add your items, or let AI do it**  
Type a task and press Enter for the next line. In a hurry? Describe what the list is for, such as "weekend camping trip with two kids", and AI writes the items for you. Or start from one of 300+ ready-made checklists.
- 3 Organise, then save, print or share**  
Drag items to reorder them, group them into sections, and tick them off against a live progress bar. Download a clean PDF, print it, or send a share link, all from the same screen.

## FREQUENTLY ASKED QUESTIONS

### How do I make a checklist in OneNote?

Type your tasks on separate lines, select them, and press Ctrl+1 (or click the To Do Tag on the Home tab). Each line gets a tickable checkbox.

### What is the checklist shortcut in OneNote?

Ctrl+1 applies the To Do tag. Pressing it again on the same line removes the checkbox.

### Can I see all my OneNote checklist items in one place?

OneNote can gather tagged items with "Find Tags", but that is a search result, not a clean, single checklist you can print or share.