2. Using Outlook Tasks

Using the Tasks function as a projects and actions list manager works extremely well, if you simplify the View and customize your Categories. In Outlook 2007, Microsoft introduced the idea of the To-Do bar, which is available throughout Outlook. While similar to Tasks, there are some key differences between Task and To-Do items.

A "task" is an item that you create in Outlook Tasks. A To-Do item is any Outlook item, such as a task, an email message, an appointment or a contact, that has been flagged for follow-up. By default, all tasks are automatically flagged for follow-up when they are created, even if they have no start date or due date. Therefore, whenever you create a task, or flag an email message, appointment or a contact, a to-do item is created automatically.

Since GTD® does not rely on using "follow-up flags" to determine your priorities (we suggest a trusted inventory of your projects and actions that you review regularly will be the best intuitive measure about what to do), we will be working primarily with the Tasks view in Tasks, not the "To-Do" view for your Action lists. Since Tasks will automatically appear in the To-Do bar, we will be using the "To-Do Bar" as a useful way to work with your Action items from the Inbox and Calendar views, which will be discussed in more detail later in this guide.

When you close Outlook, the default view when you launch Tasks again will be "To-Do List". We recommend changing the default to the Tasks view instead. Here's how to do that:

Go to File > Options > Advanced
Browse to change Outlook start and exit to Tasks
Click OK to save your changes

New definitions of "Category" and "Task"

Using our method, "Categories" become list titles and "Tasks" are all list items. In other words, the Categories will represent the various contexts (such as "Projects", "Calls", "Home", etc.), and the "New Task" dialog will be the form to enter anything that goes on any of those lists. Assigning a category to a task will organize it onto your lists. The end-result is a powerful action list manager, with all of your work organized and tracked into a logical, intuitive and trusted system. An example of Outlook Tasks, organized as a GTD list manager:

3-	Categories: .PROJECTS (10 items)
	III Categories: @AGENDAS (1 item)
.00	Categories: @ANYWHERE (2 Items)
10.	Categories: @CALLS (3 items)
	Categories: (I)COMPUTER (S Items)
-30	Categories: (9ERRANDS (4 Items)
10.	Categories: (IHOME (3 Items)
10	Categories: (I/OFFICE (4 Items)
20	Categories: (SWAITING FOR (9 items)
16	□ Categories: SOMEDAY MAYBE (5 items)

Gtd Outlook 2010 Setup Guide

Rachel Sandford

Gtd Outlook 2010 Setup Guide:

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Scientific and Technical Aerospace Reports ,1977 Best iPad Apps Peter Meyers, 2010-12-08 What really wows iPad fans is when their touchscreen does what s impossible on other gadgets the finger painting app that turns a cross country flight into a moving art class the mini music studio two dozen instruments strong each with motion induced warble effects and the portable fireworks display that you sculpt by swiping Problem is with tens of thousands of apps available for your iPad who knows what to download You can try to sort through a gazillion customer reviews with a mix of 5 and 1 star ratings but that s a head hurting time waster The stakes are getting higher too instead of freebies and 99 cent trinkets the price of iPad apps is steadily creeping up and beyond their iPhone predecessors Best iPad Apps guides you to the hidden treasures in the App Store's crowded aisles Author Peter Meyers stress tested thousands of options to put together this irresistible page turner of a catalog Inside these pages you ll find apps as magical as the iPad itself Flip through the book for app suggestions or head directly to one of several categories we ve loaded up with best of selections to help you Get work done Manipulate photos Make movies Create comics Browse the Web better Take notes Outline ideas Track your health Explore the world No matter how you use your iPad Best iPad Apps will help you find the real gems among the rubble so you make the most of your glossy gadget Government Reports Announcements & Index ,1977-11 Outlook 2010 All-in-One For Dummies Jennifer Fulton, Karen S. Fredricks, 2010-06-25 Extensive coverage on using Microsoft Outlook to manage and organize your day As the number one e mail client and personal information manager Microsoft Outlook offers a set of uncomplicated features that maximize the management of your e mail schedule and general daily activities with the least amount of hassle

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Outlook 2010 Quick Source Guide Quick Source, 2010-05

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