

## 2. Using Outlook Tasks

page 8

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:

- >  Categories: .PROJECTS (10 items)
- >  Categories: @AGENDAS (1 item)
- >  Categories: @ANYWHERE (2 items)
- >  Categories: @CALLS (3 items)
- >  Categories: @COMPUTER (5 items)
- >  Categories: @ERRANDS (4 items)
- >  Categories: @HOME (3 items)
- >  Categories: @OFFICE (4 items)
- >  Categories: @WAITING FOR (9 items)
- >  Categories: SOMEDAY MAYBE (5 items)

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an abundance of often overlooked tips and tricks so that you can take advantage of all that Outlook has to offer Outlook 2010 For Dummies introduces you to the user interface and explains how to use the To Do bar filter junk email and make the most of Outlook's anti phishing capabilities Before you know it you'll be managing e mail folders sharing your calendar using RSS support integrating tasks with OneNote Project Access and SharePoint Services accessing data with two way sync and offline access and more Shares invaluable advice for taking advantage of the newest version of the most popular e mail and productivity tool Outlook 2010 Reveals little known tips and tricks of underused features of Microsoft Outlook Presents information in the beloved fun and friendly For Dummies style showing you how to manage your e mail share your calendar use RSS support access data and more Describes how to manage your day by filtering junk e mail using the To Do bar taking advantage of anti phishing capabilities and much more This helpful guide shows you how to work smart with Outlook 2010

*Microsoft Outlook 2010 Plain & Simple* Jim Boyce, 2010      [Outlook 2010 Quick Source Guide](#) Quick Source, 2010-05

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