

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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Arturo Cuomo



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