

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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win twenty two Olympic medal and break thirty nine world records in swimming World class athletes like Phelps all share an underlying skill The ability to clearly focus on the task that is in front of them Acquiring this very skill to overcome ADHD is the subject of *ADHD the Focused Mind* Written by three experts in their fields a pediatric neurologist a psychiatrist and a martial arts instructor this breakthrough title provides a unique program for instilling the ability to focus in children with Attention Deficit Hyperactivity Disorder The book begins by explaining the basics of ADHD including its common signs and what researchers have discovered about it The remaining chapters detail the components of the program including its principles its goals and the practical ways in which these goals can be achieved The authors recognize that all children are different so the program has the flexibility to work within a child s comfort level while still attaining the necessary level of focus The text concludes with a discussion of medications for ADHD and how to decide what s right for your child Some of the most successful people in the world have ADHD but just like star athletes they have discovered that developing their own unique ways of focusing enables them to get ahead *ADHD the Focused Mind* provides coaching techniques that can profoundly improve the life of any child with Attention Deficit Hyperactivity Disorder Best iPad Apps Peter

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