

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)

Gtd And Outlook 2010 Setup Guide

M Lipman



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Table of Contents Gtd And Outlook 2010 Setup Guide

1. Understanding the eBook Gtd And Outlook 2010 Setup Guide
 - The Rise of Digital Reading Gtd And Outlook 2010 Setup Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Gtd And Outlook 2010 Setup Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Gtd And Outlook 2010 Setup Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Gtd And Outlook 2010 Setup Guide
 - Personalized Recommendations
 - Gtd And Outlook 2010 Setup Guide User Reviews and Ratings
 - Gtd And Outlook 2010 Setup Guide and Bestseller Lists

5. Accessing Gtd And Outlook 2010 Setup Guide Free and Paid eBooks
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 - Gtd And Outlook 2010 Setup Guide eBook Subscription Services
 - Gtd And Outlook 2010 Setup Guide Budget-Friendly Options
6. Navigating Gtd And Outlook 2010 Setup Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Gtd And Outlook 2010 Setup Guide Compatibility with Devices
 - Gtd And Outlook 2010 Setup Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Gtd And Outlook 2010 Setup Guide
 - Highlighting and Note-Taking Gtd And Outlook 2010 Setup Guide
 - Interactive Elements Gtd And Outlook 2010 Setup Guide
8. Staying Engaged with Gtd And Outlook 2010 Setup Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Gtd And Outlook 2010 Setup Guide
9. Balancing eBooks and Physical Books Gtd And Outlook 2010 Setup Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Gtd And Outlook 2010 Setup Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Gtd And Outlook 2010 Setup Guide
 - Setting Reading Goals Gtd And Outlook 2010 Setup Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Gtd And Outlook 2010 Setup Guide
 - Fact-Checking eBook Content of Gtd And Outlook 2010 Setup Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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