

2. Using Outlook Tasks

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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 Outlook 2010 Setup Guide

Sabine Zange



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possible Comprised of ten minibooks in one and packed with more than 800 pages this All in One For Dummies reference walks you through the convenience of Microsoft Outlook and introduces you to the newest features of the 2010 version After a description of how to get started with Outlook 2010 you ll get complete coverage on e mail basics advanced e mail features working with the calendar managing contacts and working with Business Contact Manager You ll learn how to track tasks take notes and record items in the journal as well as customize and manage Outlook and get mobile with Outlook Offers soup to nuts coverage of Microsoft Outlook 2010 the newest version of the number one most popular e mail manager Walks you through getting started with Outlook and e mail basics and gradually progresses to more advanced features and capabilities of e mail Explains how to work with the Outlook 2010 calendar and manage your contacts Addresses tracking tasks taking notes recording items in the journal and working with Business Contact Manager Shows you how to customize your Outlook manage all the information within Outlook and take Outlook on the road Get a whole new outlook on Outlook 2010 with this complete guide *International Aerospace Abstracts* ,1977 *How to Use Microsoft Outlook 2010* HowExpert,2019-02-23

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