

# My Tasks

Version 12

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The task manager is great for scheduling project phases, due dates, and deliverables. The task manager helps you collaborate on projects and assignments, so who's doing what is no longer a mystery. Each space has its own task manager for managing tasks among space members, and everyone has a personal task manager in My Apps and Tools.

In My Tasks, you can view, edit, and delete personal tasks and tasks in all the spaces you are a part of.

Task	Assignee	Due Date
Finish PowerPoint for presentation	You	8/26/2020
Daily Follow-ups	You	8/21/2020
Complete New Leadership Training	You	9/3/2020
Enter benefit data	You	8/28/2020
Craft warning messages	You	8/28/2020
Search for upcoming workshops	You	8/27/2020
Refresh personnel RPT tables	You	8/27/2020

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# Access My Tasks

To access My Tasks, click your name in the header > **Tasks**.

The screenshot shows the top navigation bar of an intranet. On the right, the user's name 'Alexis' is displayed with a dropdown arrow. The dropdown menu is open, listing various tools and settings. A red arrow points from the 'Tasks' option in the dropdown to the 'Discussions' button in the 'Quick Navigation' section below. The 'Quick Navigation' section contains buttons for 'Handbook', 'Discussions', and 'Training Videos'. Below this, there is a section titled 'Have a question that we can help you with?' and two featured articles under the 'HUMAN RESOURCES' category: 'How to Get Coworkers to Read Your Emails' and 'Can a Company be Strong and Supportive Leadership'.

Home Browse Create Spaces Alexis

My Apps and Tools

- Activity Stream
- Bookmarks
- Calendar
- Required Reading
- Connections
- Mentions
- Recognition
- Tasks
- Workflow

Personal settings

- Edit Profile
- Change Password
- Preferences
- Logout

Welcome to your new intranet.

Quick Navigation

Handbook Discussions Training Videos

Have a question that we can help you with?

HUMAN RESOURCES

How to Get Coworkers to Read Your Emails

HUMAN RESOURCES

Can a Company be Strong and Supportive Leadership

## Create Tasklist

1. Click **Create List**.
2. Enter a name and description for the task list.
3. Select the space.
4. Click **Create List**.

## Edit Tasklist

1. Place the cursor over the tasklist name to bring up options.
2. Click the edit icon.
3. Make changes to the task list.
4. Click **Update list**.

## Delete Tasklist

1. Place the cursor over the tasklist name to bring up options.
2. Click the delete icon.
3. Click **Yes**.

## Create Task

1. Click **Add Task**.
2. Fill out the following sections:
  - **Task name:** The name of the task.
  - **Due Date:** When the task should be completed by. (Optional)
  - **Description:** A description of the task. (Optional)
  - **Space:** The space to create this task in.
  - **Task list:** The list to create this task in.
  - **Assigned to:** Who should complete the task. The user will receive a notification that they have been assigned a task.
  - **Followers:** Add followers for the task and they will get notifications when the task is updated or commented on. (Optional)
  - **Attachments:** Add files relevant to the task. Drag and drop files into the area, or

click **Select Files**.

- **Estimated time**: How long in hours the task will take. (Optional)

3. Click **Add Task**.

## Edit Task

1. Click the task. A side modal will open.
2. Make changes to the task.
3. Click **Update task**.

## Update Estimated Time

1. Click the task. A side modal will open.
2. Click **Time Log**.
3. In **Estimated time**, click the edit icon.
4. Update the time.
5. Click the check icon.
6. Click **Update task**.

## Delete Task

1. Click the task. A side modal will open.
2. Click **Delete**.
3. Click **Yes**.

## Update Task Status

1. Click the status icon.
2. Select a status:
  - **Active**
  - **Completed**: If the task is In Progress or On Hold, this status will stop automatic time logging and add a time log to the time log tab.
  - **In Progress**: This status starts automatic time logging.
  - **On Hold**: This status pauses automatic time logging and adds a time log.

## Update Task Priority

1. Click the priority icon.
2. Select a priority:
  - Very High
  - High
  - Medium
  - Low
  - Very Low
  - None

## Add Task Time Log

Add a time log to keep a record of when you worked on a task, how long you worked on it, and a description of the work. When you add a time log, the total time spent on the task is automatically updated.

1. Click the task. A side modal will open.
2. Click **Time Log**.
3. Fill in the following sections:
  - Start time
  - End time
  - Who
  - Description
4. Click **Save Time Log**.

## Delete Task Time Log

1. Click the task. A side modal will open.
2. Click **Time Log**.
3. For the time log, click the delete icon.
4. Click **Yes**.

# Sort Tasks

Click and drag tasks to reorder them. You can move tasks to different tasklists.

















