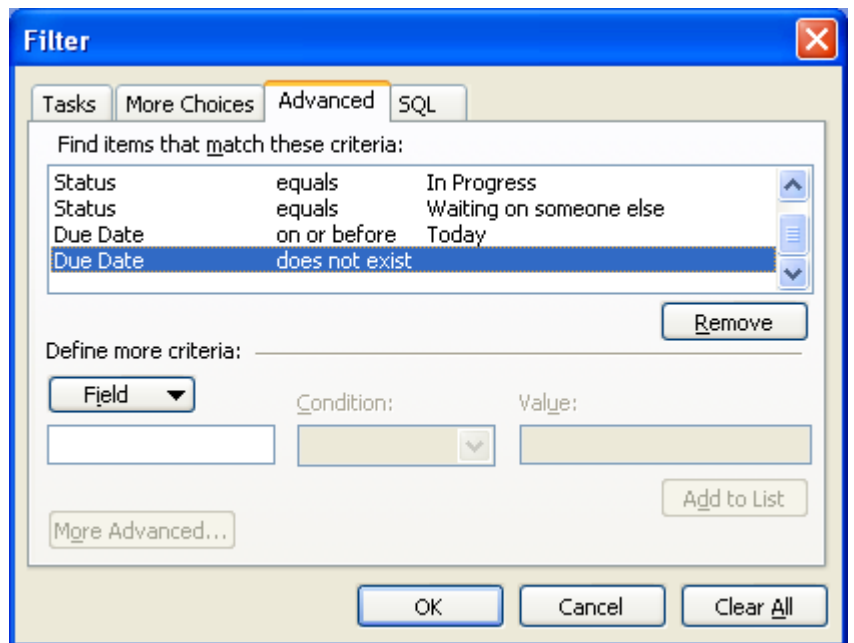


How to Turn an Outlook Task List Into a 1-31

Many people struggle using their Outlook for tasks because it becomes a gigantic vertical list with a ton of items on it. After participating in Weber Associates Advanced Time Management workshop, they see the value of the 1-31 concept but want to be able to do it electronically. Following the steps below you can actually modify your Outlook Tasks function to work like an electronic 1-31 allowing you to “park” to-dos out into the future and have them “show up” on the day you need to be reminded. This will help to keep your Task list more manageable and still not have items fall through the cracks.

Go to Outlook Tasks
 Click View
 Click Arrange By
 Click Current View
 Click “Define Views”
 Click on “Active Tasks”
 Click Copy
 Give it the name “1-31 View”
 Select “All Task Folders”
 Click OK
 Click Filter
 Click Advanced Tab
 Click Field
 Highlight Date/Time
 Click Due Date
 Make Condition “on or before”
 Type “Today” in Value box
 Click Add to List
 Click Field
 Highlight Date/Time
 Click Due Date
 Make Condition “does not exist”
 Click Add to List
 Click OK
 Click Sort
 Under “Then By” select “Priority” and choose Descending
 Click OK twice
 Click Apply View



For this to work effectively, you must assign due dates to your tasks.