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.