



# Dave Weber

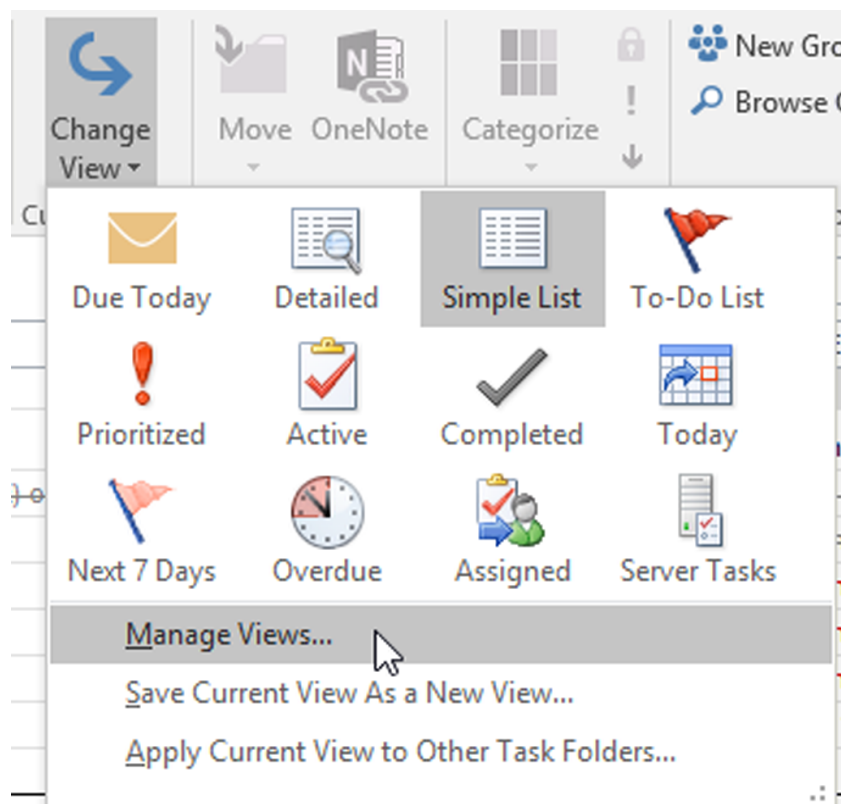
MOTIVATIONAL SPEAKER

daveweber.com



## Reprogram The Task Function So It Really Works – Outlook 2016

Go to Outlook Tasks  
On the Home ribbon, Click on “Change View”  
In drop-down, Click Manage Views...  
In the list, Click on “Active”  
Click Copy  
Give it the name “Due Today”  
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 and priorities to your tasks.**

Weber Associates, Inc.  
975 Cobb Place Blvd., Suite 107 - Kennesaw, GA 30144  
770-422-5654 - [www.weberassociates.com](http://www.weberassociates.com)

Microsoft and Outlook are Registered Trademarks of Microsoft Corporation.  
©2017 Weber Associates, Inc. All rights reserved. Do not duplicate.