Reprogram The Navigation Bar Task List So It Really Works – Outlook 2013

On the Navigation Bar, hover over "Tasks"
In the popup Task List, click "Arrange By" (fig. 1)
Select "View Settings" (fig. 2)
Click "Columns"
On the right side, select "Flag Status" and click "Remove"
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
When asked if you would like to add priorities field, click "Yes"
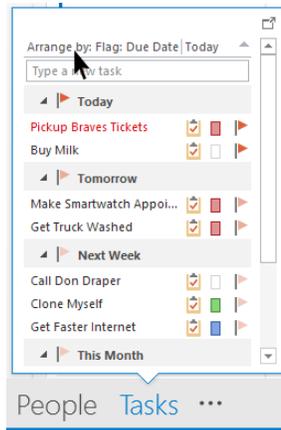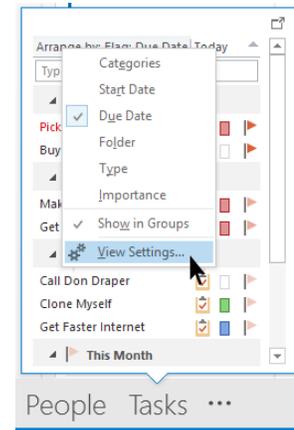Click OK

Figure 1

Figure 2

This will now show you only tasks that are due today or are past due.

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