



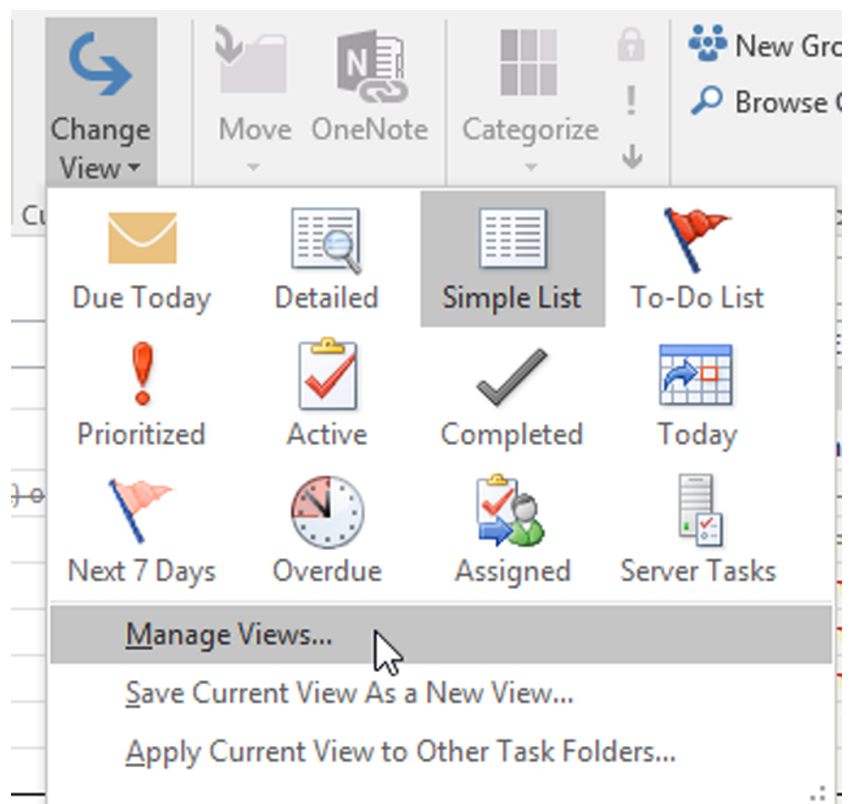
# Logan Weber

MOTIVATIONAL SPEAKER



## 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.**

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