

Create Personal Tasks

MY TASKS

One of the important features in SharePoint is the ability to have an overview of the tasks assigned to a person. With SharePoint 2013, the source of the aggregation has diversified including now Project Server Tasks, SharePoint Tasks and Exchange Tasks , all these aggregated in the special "My Tasks" view in each user's personal site.

CREATE PERSONAL TASKS

1. From the top navigation, click your name and then click **About Me**



2. Click **Tasks** in the left navigation.

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3. You will navigate to the page below which displays the tasks grouped by your projects. The personal tasks are displayed with a lock image to signify that those tasks are only visible to you.

To create a personal task, click add tasks.

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4. Click new task.

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5. Enter the task and due date, e.g. invite training attendees, due 9 June 2014.

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Only one task can be entered at a time, but enter as many tasks as are needed.