

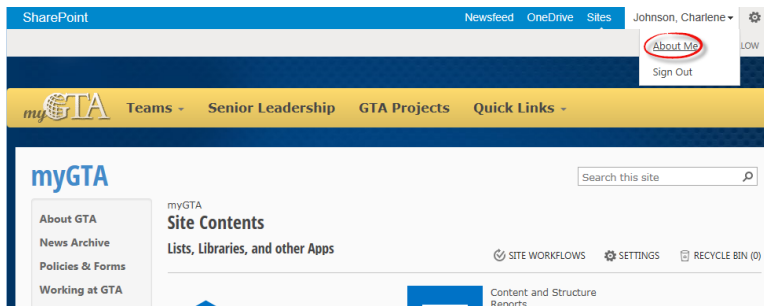
# Create Personal Tasks

## MY TASKS

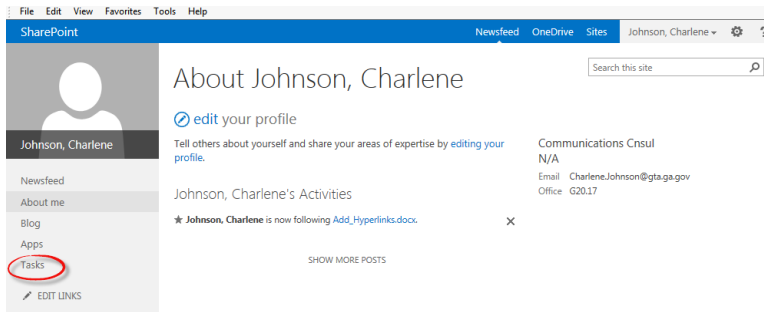
One of the important features in SharePoint is the ability to have an overview of the tasks assigned to a person. With SharePoint 2013, the source of the aggregation has diversified including now Project Server Tasks, SharePoint Tasks and Exchange Tasks, all these aggregated in the special "My Tasks"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

## CREATE PERSONAL TASKS

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

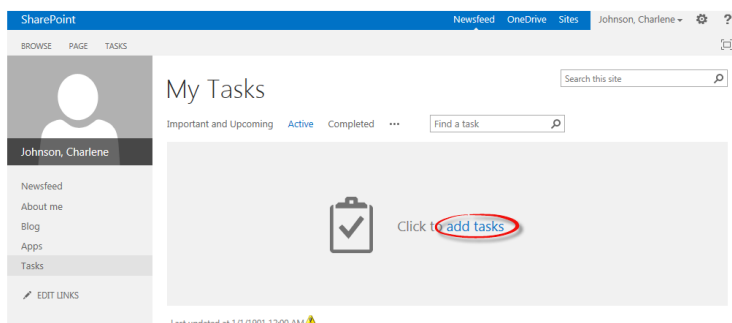


2. Click **Tasks** in the left navigation.

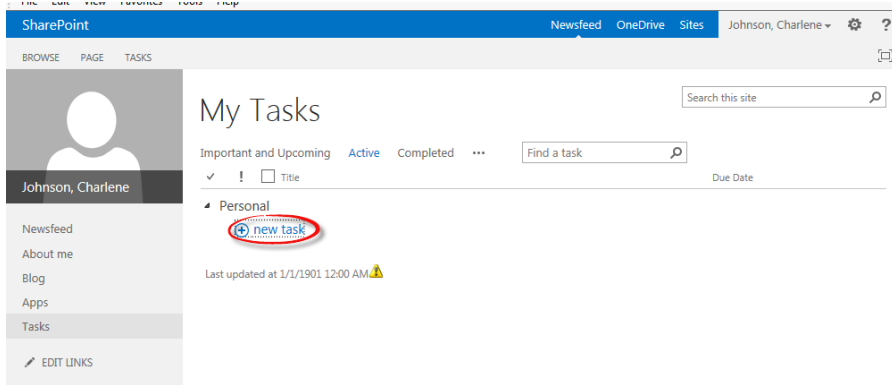


3. You will navigate to the page below which displays the tasks grouped by your projects. The personal tasks are displayed with a lock image to signify that those tasks are only visible to you.

To create a personal task, click **add tasks**.



4. Click **new task**.



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

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

