

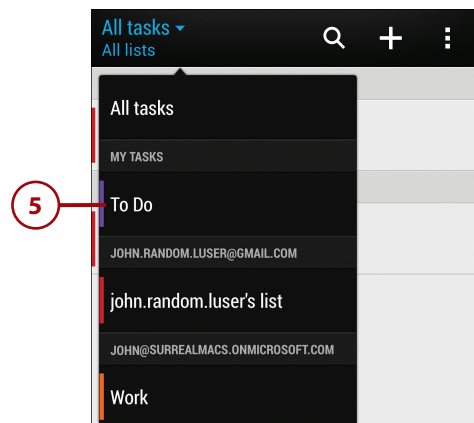
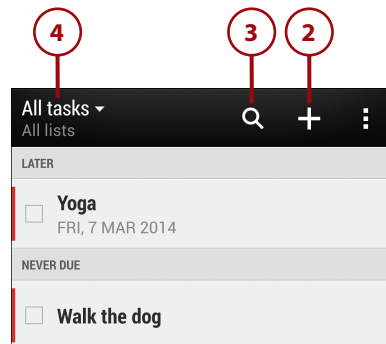
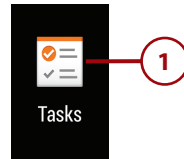
# Tracking Your Tasks

Your HTC One includes a task-management app called Tasks that you can use to note things you need to do and mark them done when you complete them. In this section, you learn how to open the Tasks app and navigate its interface; set up your task lists; add, edit, and delete tasks; mark tasks as completed; and choose settings for the Tasks app.

## Open the Tasks App and Navigate Its Interface

To get started tracking your tasks, open the Tasks app and learn how to get around in it.

1. Touch the Tasks icon on the Apps screen. The Tasks app opens, showing all the tasks added to it. If this is the first time you have opened the Tasks app, there may be no tasks, or the app may have picked up tasks from your Google account, your Exchange ActiveSync account, or other online accounts.
2. Touch to add a new task. You'll learn the details of adding new tasks later in this chapter.
3. Touch to search your tasks using a keyword. Searching is useful when you have scores of tasks and you need to locate one quickly.
4. Touch the pop-up menu in the upper-left corner to choose which tasks appear.
5. Touch the tasks list to display.



## Set Up Your Task Lists

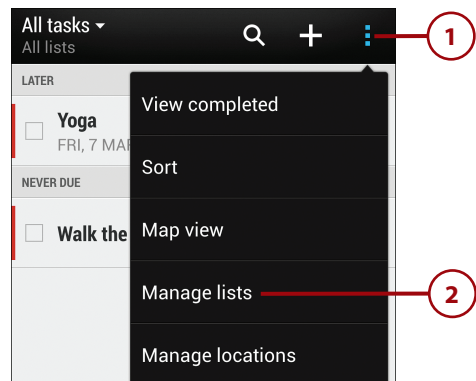
To get the most out of the Tasks app, you need set it up with the correct tasks lists. The Tasks app can draw together tasks from different Internet accounts and present them all in a single list.

### Split Up Your Tasks into Logical Lists

At first, you may be tempted to lump all your tasks together into a single list. But you'll almost certainly find you can deal with your tasks more efficiently if you divide them among different lists. Doing so enables you to view only those tasks you need to focus on at any given point, avoiding the distraction of dozens of tasks that are not relevant at the moment.

## Open the Manage Lists Screen

1. Touch the Menu button to display the menu.
2. Touch Manage Lists to display the Manage Lists screen.



## Create a New List

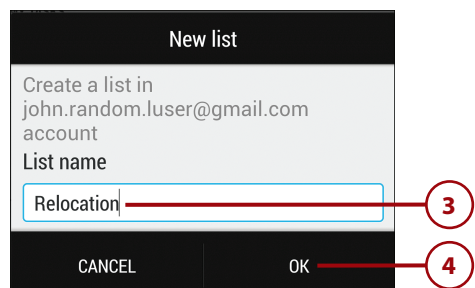
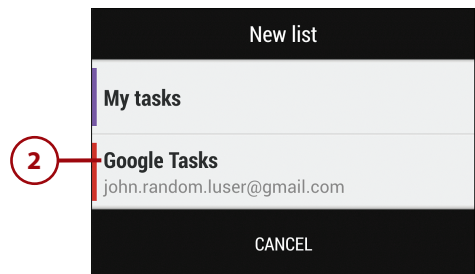
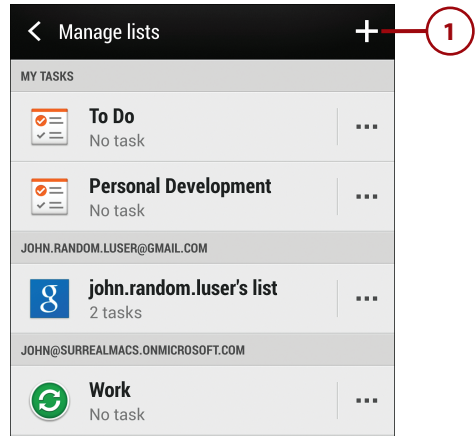
1. On the Manage Lists screen, touch the + to start creating a new list. The first New List dialog opens.
2. Touch the account in which you want to create the new list—either your My Tasks account on your HTC One or an account, such as your Google Tasks account, that lets you create multiple tasks lists.

### Creating Multiple Lists for an Account

Most Internet accounts let you create multiple tasks lists. For example, in your Google account, you can set up as many different Google Tasks lists as you need. This can be a great boost toward keeping your tasks organized. Similarly, the My Tasks account on your HTC One enables you to create multiple tasks lists directly on the phone.

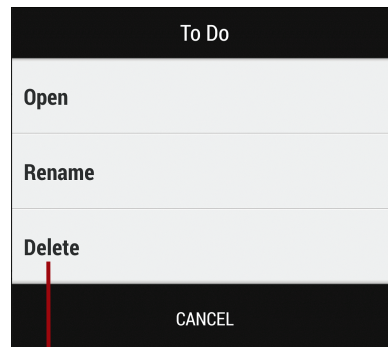
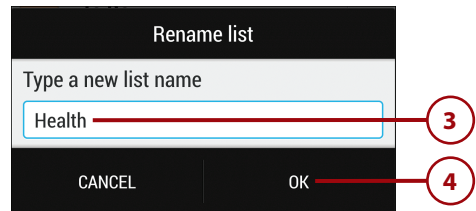
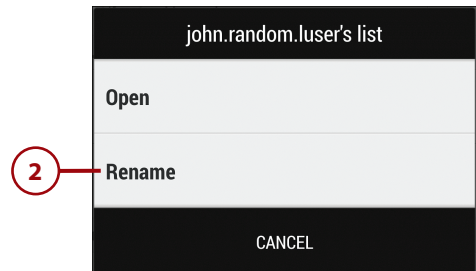
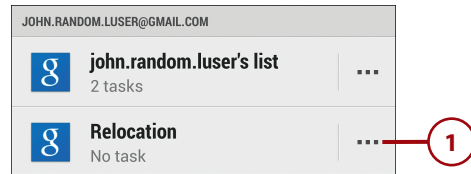
By contrast, the Tasks app cannot create new tasks lists on an Exchange ActiveSync server. You can work only with the existing tasks lists.

3. In the second New List dialog, type the name for the new list.
4. Touch OK to create the list. The new list appears on the Manage Lists screen.



## Rename a Tasks List

1. On the Manage Lists screen, touch the ... button to the right of the list's name to open the dialog of actions.
2. Touch Rename to open the Rename List dialog.
3. Type the new name for the list.
4. Touch OK. The Manage Lists screen appears again, showing the list with its new name.



Touch to delete a tasks list stored on your HTC One

## Deleting a Tasks List

You can delete a tasks list from the My Tasks account on your HTC One by opening the Manage Lists screen, touching the ... button to the right of the account, and then touching Delete in the dialog of actions. Touch OK in the Delete List dialog that opens.

You cannot delete a tasks list from your Google account using your HTC One. Instead, open your Google account in a browser and delete the tasks list from there.



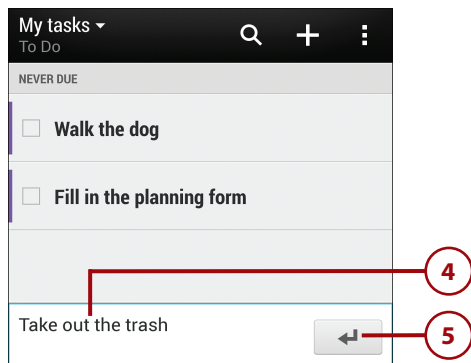
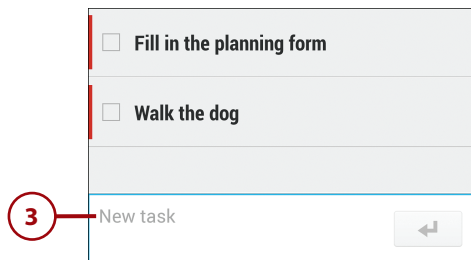
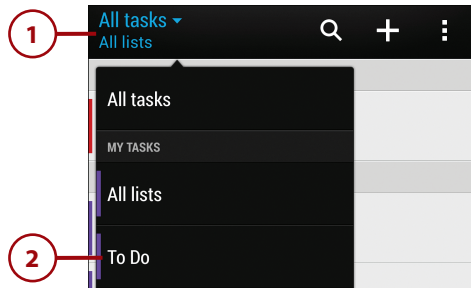
## Add a Task

After you've gotten your tasks lists set up, you're ready to add tasks to them. You can either add a task quickly or enter full details for it.

### Add a Task Quickly

Sometimes it's convenient to quickly enter a task without providing details for it. The Tasks' Quick Entry feature is great for when you need to do a brain-dump of tasks. You can edit the tasks afterward as needed, as described later in this chapter.

1. Touch the pop-up menu in the upper-left corner of the Tasks screen.
2. Touch the task list you want to work in. The tasks you create with the Quick Entry feature go into the current task list, so it's best to change the list first.
3. Touch New Task at the bottom of the screen.
4. Type the text for the new task.
5. Touch to enter the task and start creating another task.

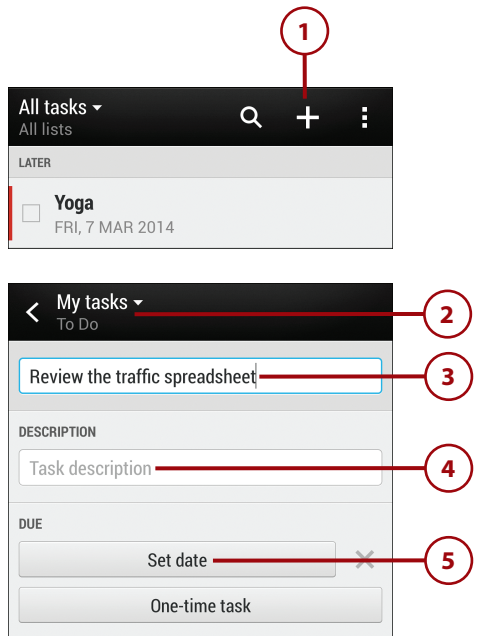
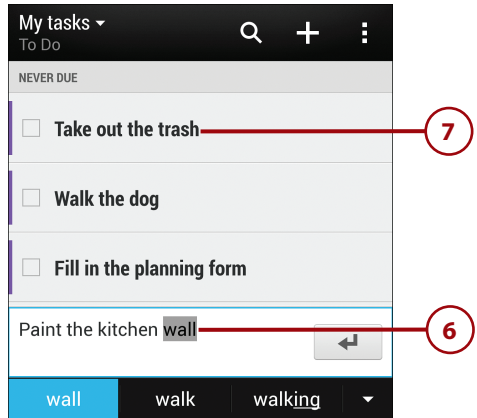


6. Create other tasks as needed.
7. If you want to change the details of a new task you've created, or of another task on the list you're working with, touch the task. You learn how to set the details of tasks in the next section.
8. When you finish creating new tasks, touch the Back button to hide the keyboard so you can see the full list.

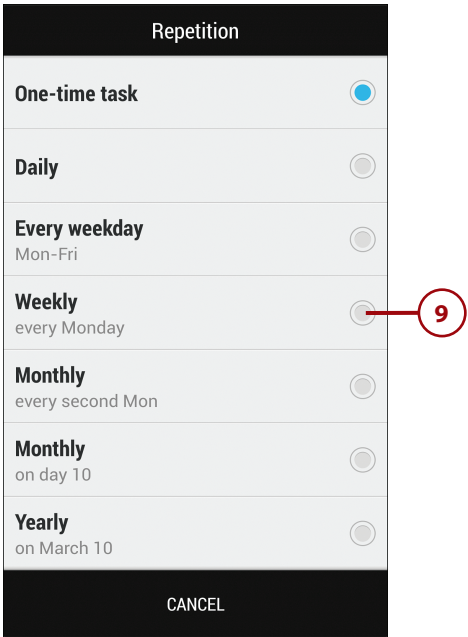
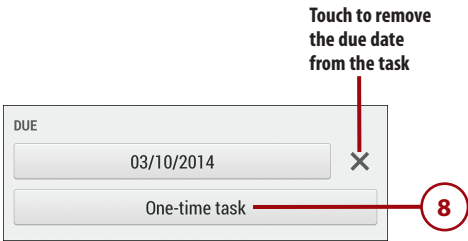
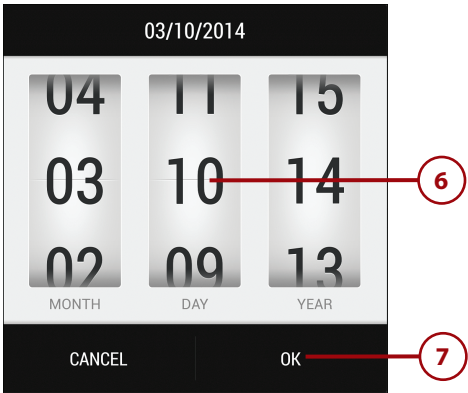
## Add a Task with Details

Other times, you'll want to enter a task and immediately include details such as its due date and priority.

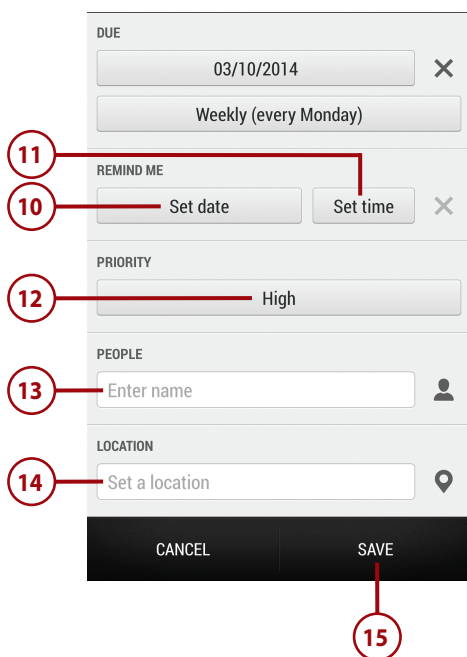
1. Touch the + at the top of the Tasks screen.
2. Touch the pop-up menu in the upper-left corner of the screen, and then touch the list to which you want to assign the new task.
3. Type the title for the task. This is the text that appears for the task in the tasks list.
4. Optionally, type a description of the task. This is a field where you can enter more information if you find it helpful.
5. If the task needs a due date, touch Set Date in the Due box to display the Date dialog.



- 6. Spin the wheels to set the date.
- 7. Touch OK.
- 8. If the task will repeat, touch One-Time Task to display the Repetition dialog.
- 9. Touch the repetition pattern you want to use for the task. The dialog closes, and the repetition pattern appears on the button.



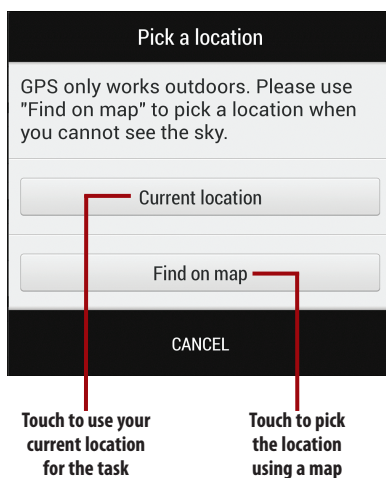
10. To set a reminder for the task, touch Set Date in the Remind Me box. Use the Date dialog to choose the date, and then touch OK.
11. To set the time for the reminder, touch Set Time. Use the Time dialog to set the time, and then touch OK.
12. Touch to set the priority of the task, then touch High, Normal, or Low in the Priority dialog that opens.
13. Touch to add people to the task.
14. Touch to set the location for the task. You can either type the location or touch the icon to the right of the Location box and use the Pick a Location dialog to set the location, as explained in the nearby note.



## Setting the Location for a Task

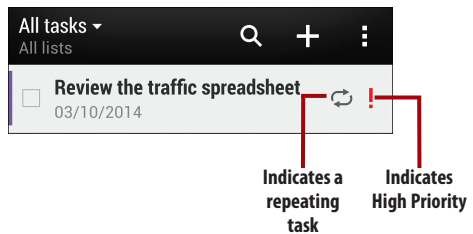
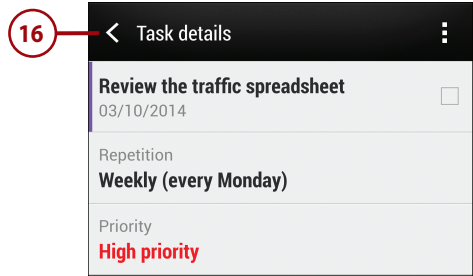
You can tie a task to a specific location. You can then view a map showing where your tasks are located. This can help you identify easily which tasks you should be performing at a particular location.

Touch the button to the right of the Location box to display the Pick a Location dialog. You can then touch Current Location to use your current location; or touch Find on Map to display a map, navigate to the place you want, and then touch Done.



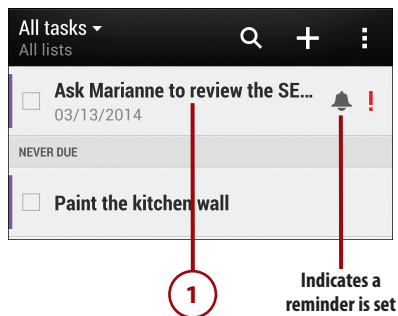
15. Touch Save to save the task. The Task Details screen appears.

16. Touch to return to your tasks list, on which the new task now appears.



## View a Task's Details

1. In the tasks list, touch the task you want to view. The Task Details screen appears.

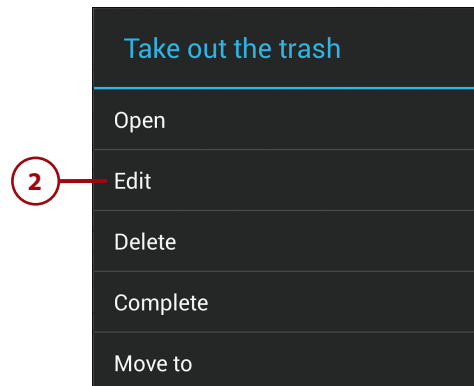
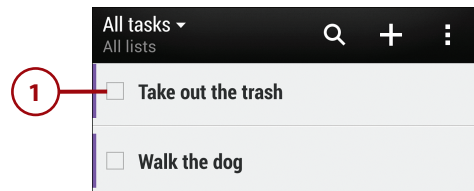
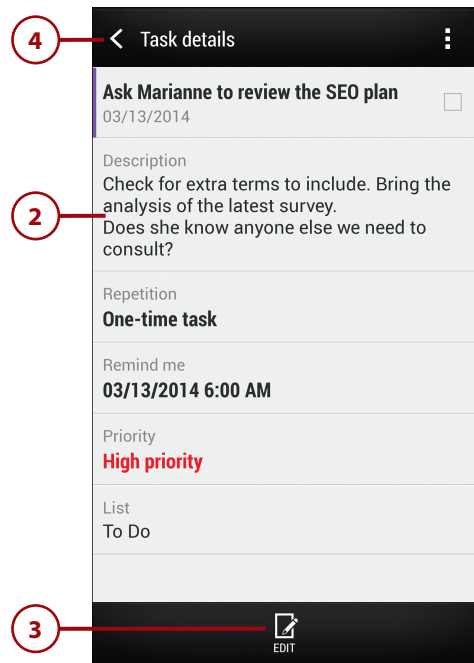


2. View the details of the task.
3. If you need to edit the task, touch Edit. You can then edit the task using the techniques explained in the previous section. Touch Save when you finish.
4. Touch to return to your tasks list.

## Edit a Task

Often, you'll need to alter the details of a task as you work on it or as circumstances change.

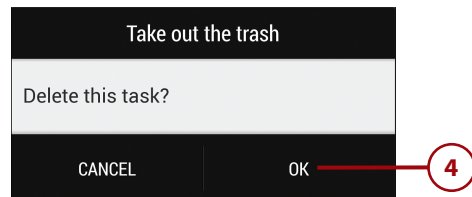
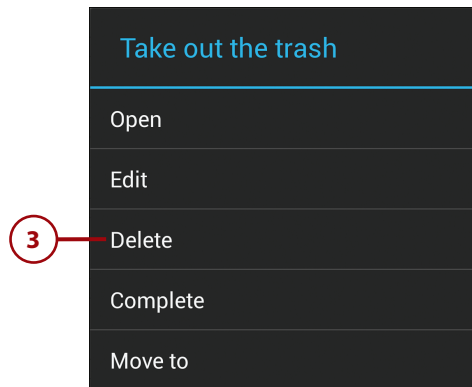
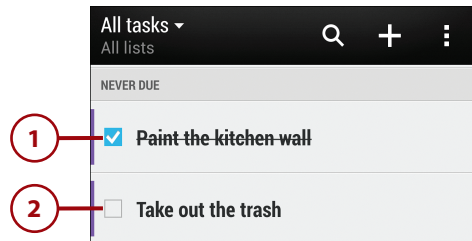
1. In the tasks list, touch and hold the task you want to edit.
2. In the dialog of available actions that appears, touch Edit to open the task for editing.
3. Edit the task using the techniques explained earlier in this chapter, and touch Save when you finish.



## Mark a Task as Completed or Delete a Task

When you complete a task, mark it as completed. You can also delete a task if you prefer to get rid of it without marking it as complete.

1. Touch the check box to the left of the task. The check box becomes selected, and the task title appears in strikethrough.
2. If you want to delete a task, touch and hold until the dialog of actions opens.
3. Touch Delete.
4. Touch OK in the confirmation dialog.





## Choose Settings for the Tasks App

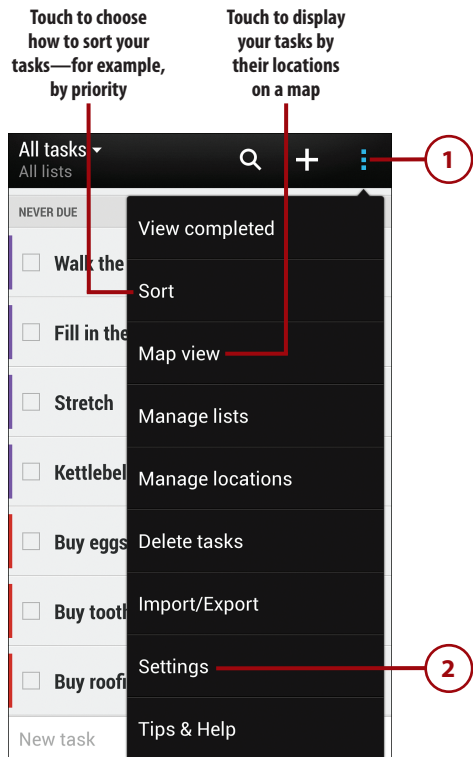
To make the Tasks app work your way, you can choose settings for it. Your options include making the HTC One play a notification sound or vibrate—or both—when tasks are due, setting the default reminder time and default snooze time, and picking the default account for new reminders you create.

1. Touch the Menu button.

### Switching Between Completed and Incomplete Tasks

When you need to see the tasks you have completed, touch the Menu button and then touch View Completed. Touch the Menu button again and then touch View Incomplete when you want to switch back to the tasks still left to do.

2. Touch Settings to display the Tasks Settings screen.



3. Touch to display the Accounts screen, on which you can choose settings for your individual tasks accounts.
4. Touch Refresh on Open to enable or disable automatically syncing the tasks when you open a list. Normally, this behavior is helpful, but you may want to turn it off when your HTC One has no connectivity.
5. Touch Play Notification Sound to enable or disable playing a sound when a task is due.
6. Touch Notification Sound to display the Notifications screen, touch the sound you want to hear, and then touch Apply.
7. Touch Notification Vibrate to enable or disable your HTC One vibrating when a task is due.
8. Touch Default Reminder Time to display the Default Reminder Time dialog, then touch the time you want—for example, 10 Minutes.
9. Touch Default Snooze Time to display the Default Snooze Time dialog, then touch the time you want—for example, 15 minutes.
10. Touch Default Account to display the Account dialog, then touch the account to which you want to assign new tasks by default.
11. Touch to return to the tasks list.

