Adding ABC, 123 Priority System to MS Outlook

Within the calendar view, right click the control bar at the top of the Task Pad and select *Customize Current View*



Select Fields, New Field and enter the name, Covey, for the new field. Click OK.



Click the *Move Up* button to move "*Covey*" to the top of the list. Click OK.

Show Fields		X
Maximum number of lines in mu Select available fields from:	ulti-line mode: 2 💌	
User-defined fields in folder	*	
Available fields:		Show these fields in this order:
	Add -> <- <u>Remove</u> <u>New Field</u>	Complete Subject Covey
Properties Delete		Move Up Move Down OK Close

Click *Group by...* and then click the drop down arrow under "Group items by" and select *Status.* Click OK.

Customize View:	Group By
Description Eields Covey, Complete, Subject	Automatically group according to arrangement OK Group items by Cancel
Group By Status (ascending)	Show field in view Descending Clear All
Sort Covey (ascending), Subject (ascending)	(none) Ascending Show field in view Descending
Filter Tasks: Advanced	Then by (none) Ascending
Automatic Formatting User defined fonts on each message	Show field in view Descending
Format <u>Columns</u> Specify the display formats for each field	(none) Show field in view Descending
Reset Current View OK Cancel	Select available fields from: Expand/collapse defaults: Frequently-used fields All expanded

Click Sort.... Click the drop down arrow under "Select Available Fields from:" and select User-defined fields in folder. Click the drop down arrow under "Sort items by" and select Covey. Click the radio button for ascending. Click the drop down arrow under "Select Available Fields from:" and select Frequently-used fields. Click the drop down arrow under "Then by" and select Subject. Click the radio button for ascending.

Customize View:	
Description	
Eields	Covey, Complete, Subject
<u>G</u> roup By	Status (ascending)
<u>S</u> ort	Covey (ascending), Subject (ascending)
Filter	Tasks: Advanced
Other Settings	Fonts and other Table View settings
Automatic Formatting	User defined fonts on each message
Format <u>C</u> olumns	Specify the display formats for each field
Reset Current View	OK Cancel

OK Cancel

Sort items by Covey	Ascending Descending	OK Cancel	Sort items by Covey	Ascending Opescending
Then by Subject	Ascending Descending	<u>Clear All</u>	Then by Subject	Ascending Descending
Then <u>by</u> (none)	Ascending Descending		Then <u>by</u> (none)	Ascending
Then by (none)	Ascending Descending		Then by (none)	Ascending Descending
Select available fields from User-defined fields in fold	n: Ier 💌		Sglect available fields fro Frequently-used fields	om:

To use your new task list, return to your calendar view and create a few tasks with start and end dates (Ctrl + Shift + K to open the Task Dialog Box). After your tasks have been created, click in your new *Covey* column adjacent to each task and assign a category value

- **A** = High importance (really need to complete today)
- **B** = Medium importance (would be nice to complete today)
- **C** = Low importance (can be completed in the future)

After you've assigned a category to each task, assign a sequence number (1, 2, 3....) in the same field.

You may add an additional letter (e.g. A1*a*, A1*b*, etc.) for tasks added later in the day which must be inserted into the middle of the priority ranking. Your list will automatically re-sort by priority.

Α	Harry Hilty: 7 Habits quotes and
А	Hector: The 7 Habits of Highly Ef
Α	Karla: spoke with Richard Deeb r
А	Paul Plamondon: Training Transf
А	Prep: 7 Habits for next week
В	Check postings
В	Covey Focus Development
В	oe info on PC website
В	Treo: Update for next 4 weeks
В	TTT: Draft intro to focus groups
В	WC: select dates for October an
С	Access DB tutorial
С	ASTD: Managing Org. Knowledge
С	Dreamweaver: orphaned files
С	floorplans for rooms
С	Generate Podcast topic lists
С	MS Office tutorials: record
С	National Showcase: sign up
С	Robin: Learning Zone instructions

A1 🔲 Harry Hilty: 7 Habits quotes and Ou... A2 🔲 Karla: spoke with Richard Deeb re: f... A3 🔲 Hector: The 7 Habits of Highly Effe... A4 🔲 Paul Plamondon: Training Transfer ... A5 🔲 Prep: 7 Habits for next week B1 🔲 Treo: Update for next 4 weeks B2 🔲 oe info on PC website B3 🔲 Check postings B4 🔲 TTT: Draft intro to focus groups to... B5 Covey Focus Development B6 🔲 WC: select dates for October and ... C1 C1 Robin: Learning Zone instructions C1a 🔲 ASTD: Managing Org. Knowledge C2 🔲 National Showcase: sign up C3 🔲 Access DB tutorial C4 🔲 Dreamweaver: orphaned files C5 🔲 floorplans for rooms

C6 Generate Podcast topic lists C7 MS Office tutorials: record

Calenda	ar						July 14 - July 18
6 *** 7 **	Mander	r, 341 14	Tuendwy, Jul 15	Wednesday, ki 36	Thursday, Jul 17	Friday, 3d 18	A 4 Jary 2000 August 2000 5 M T W T P. 20 30 1 2 4 5 L 1 10 10 1 2 4 5 L 1 13 14 15 10 11 12 4 5 L 1 13 15 16 17 10 11 12 13 15 12 13 15 12 12 13 15 12 13 15 12 13 15 12 13 15 12 13 15 12 13 15 12 14 15 14 15 14 15 14 15 14 15 14 15 14 14 15 14 15 14 15 15 15 15 15 15 15 15 15 15 15
8 ⁰⁰ 9 ⁰⁰ 10 ⁰⁰	OE Staff	Stacy 1 on		단 Stacy Team Meeting			Covey @ TaskPad
11 ⁰⁰ 12 ^{pm}			2 Toastmasters - Table Topics				A2 Karls: spoke with Richard De A3 Hector: The 7 Habits of Hig A4 Paul Permondent Training Training A5 Prep: 7 Habits for next 4 we B1 Trace: Update for next 4 we B2 per trib and EV webste
2 ⁰⁰ 3 ⁰⁰							G Creck postings G Creck posting C Creck postin
4 ⁰⁰ 5 ⁰⁰							CLa CLa ASTD: Managing Org. Knowl C2 National Showcawa: sign up C3 Access DB tutonal
6 ⁰⁰							C4 Dreamwaver: orphaned hirs C5 Roorplans for rooms C6 Generate Policiat topic lists C7 Missian Policiat topic lists
8.00							Status: In Progress (14 tams)
9.00							Design: City of LA online trail Design: Chine trailing topic
10 ⁻⁰							Design: Train-the-Trainer ce Design: Train-the-Trainer ce Develop: Focus for Supervi

Bonus: Your task list can be filtered to show only current tasks (i.e. exclude tasks with a future start date or no start date). This will allow you to maintain a master list of tasks with no start date under the Tasks section of Outlook but only show those tasks with a start date on your Task Pad next to your Calendar. Excluding tasks with a future start date can make it easier to focus only on the tasks that currently need attention when looking at your daily to-do list.

To reiterate: With this filter, tasks containing no start date or a future start date will appear in the *Tasks* section of Outlook but will not appear on the *Task Pad* viewable in the *Calendar* section of Outlook.

Select the *Filter* button. Select the *Advanced*. Select the drop down arrow next to *Field*. Select *Date/Time Fields*. Select *Start Date*.

ustomize View:	\mathbf{X}	Filter
Description		Tasks More Choice
Eields	Covey, Complete, Subject	Find items that ma
<u>G</u> roup By	Status (ascending)	
<u>S</u> ort	Covey (ascending), Subject (ascending)	
Filter	Tasks: Advanced	Define more criteria
Other Settings	Fonts and other Table View settings	Field Frequently-use
Automatic Formatting	User defined fonts on each message	Info/Status field
Format <u>C</u> olumns	Specify the display formats for each field	All Document f All Mail fields
Reset Current View	OK Cancel	All Post fields All Contact field
		All Appointmen All Task fields
		All Journal fields

X s Advanced SQL tch these on or bef Remove d fields . is Add to List Created elds Date Completed Due Date Modified Clear All Reminder Time S t fields Start Date User-defined fields in folder Forms... 31 30

Finally, select the drop down arrow under "Condition" and select *on or before*. Click in the field under "Value" and type *today*. Click *Add to List*. Click OK.

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Tasks More Choice	S Advanced SQL	
Find items that mat	tch these	
Start Date	on or before today	
		<u>R</u> emove
Define more criteria	:	
F <u>i</u> eld ▼	Condition:	Val <u>u</u> e:
Start Date	on or before	today
		المتراجع المام ال
More Advanced		A <u>d</u> d to List
More Advanced		
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