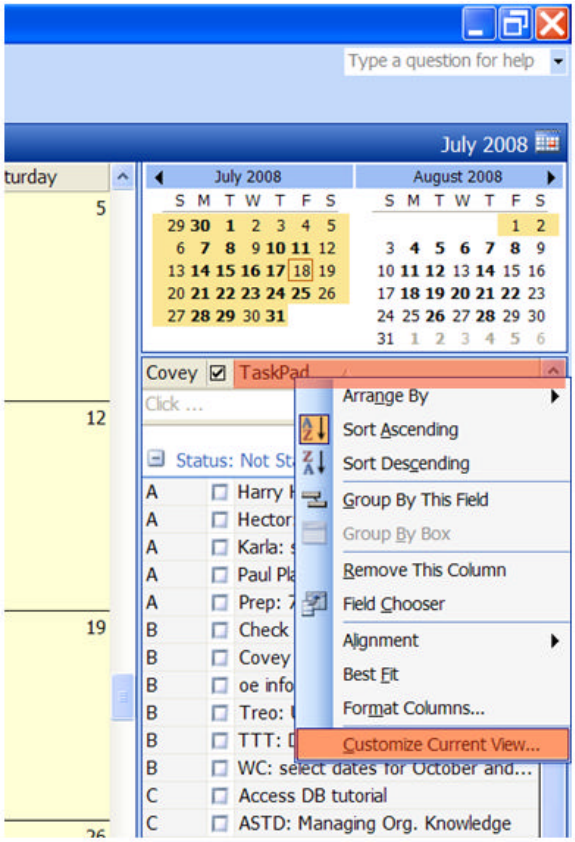
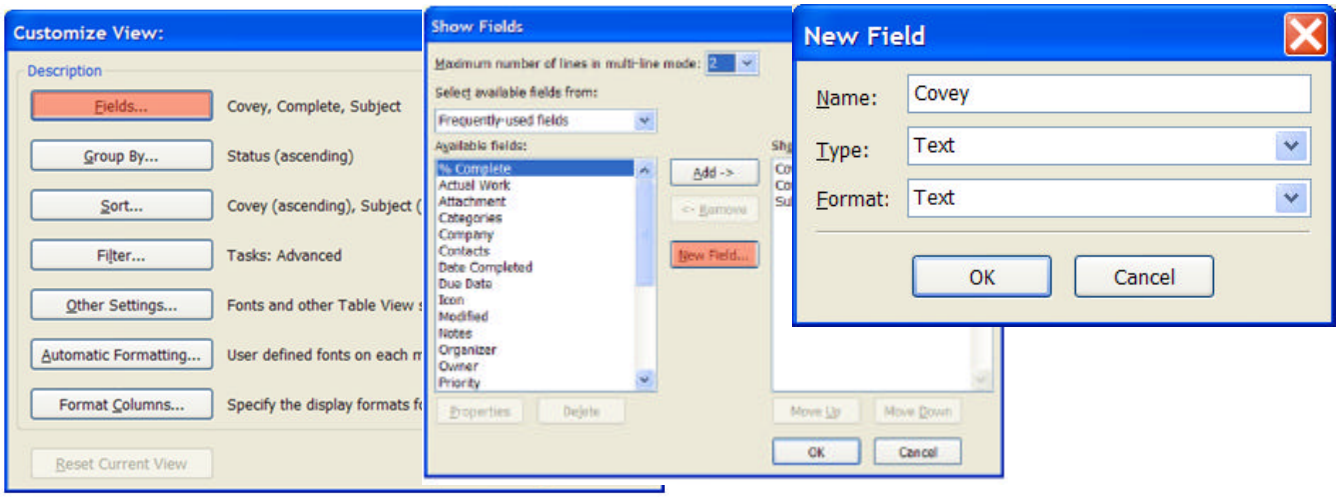
# Adding ABC, 123 Priority System to MS Outlook

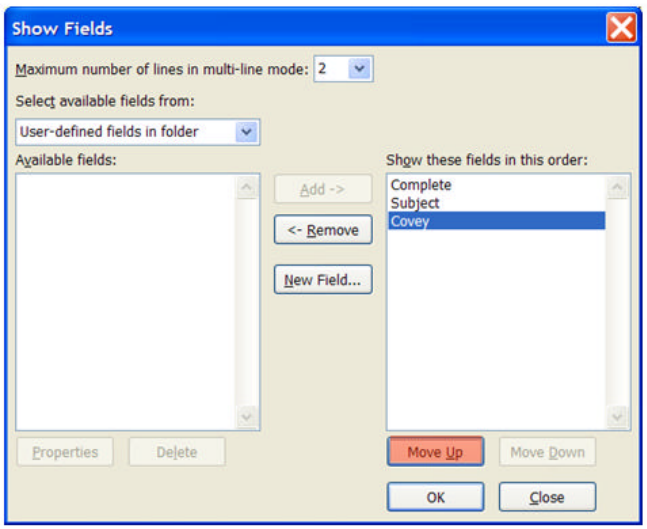
Within the calendar view, right click the control bar at the top of the Task Pad and select *Customize Current View*



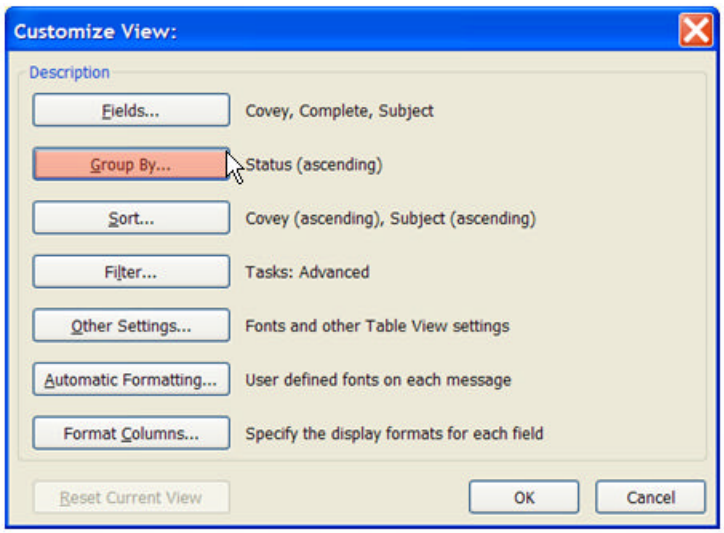

Select *Fields*, *New Field* and enter the name, *Covey*, for the new field. Click OK.

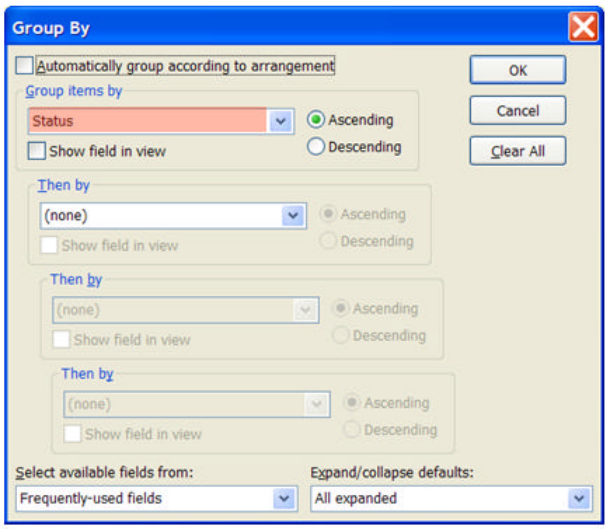


Click the *Move Up* button to move "*Covey*" to the top of the list.  Click OK.

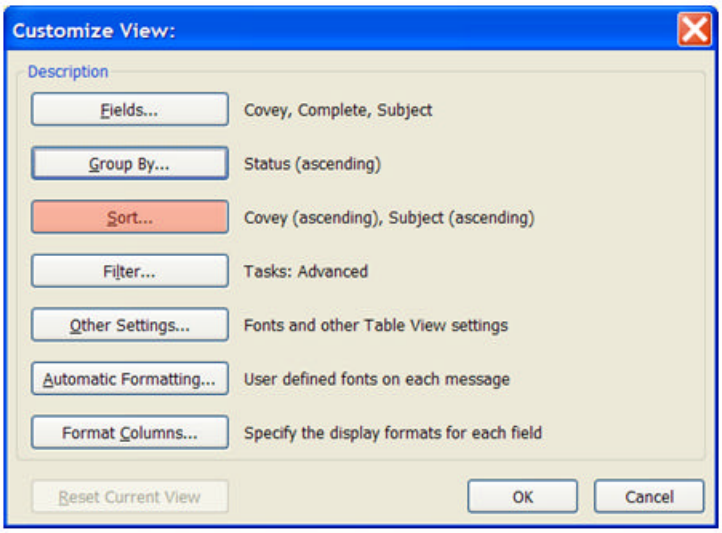


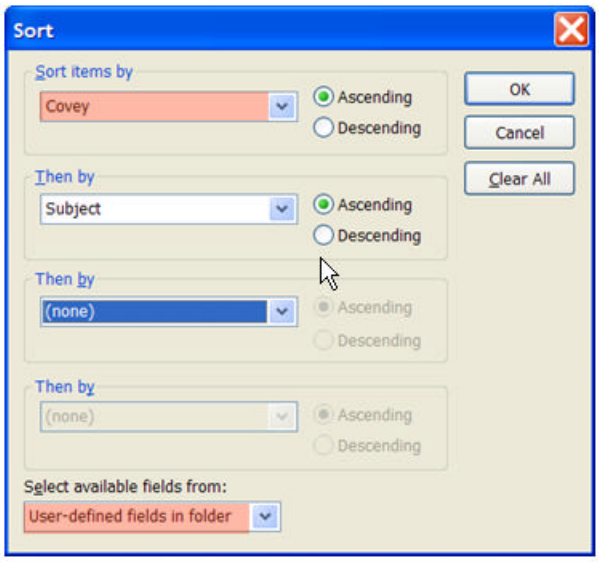

Click *Group by…* and then click the drop down arrow under "Group items by" and select *Status.*  Click OK.

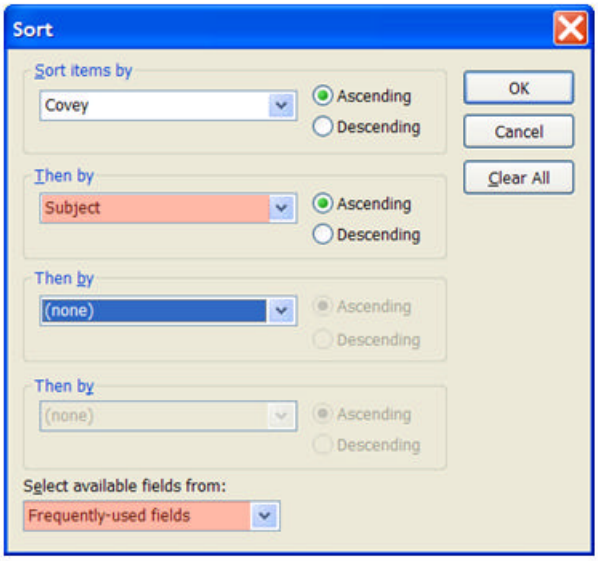


Click *Sort….* Click the drop down arrow under “Select Available Fields from:” and select *User-defined fields in folder.* Click the drop down arrow under “Sort items by” and select *Covey.* Click the radio button for ascending. Click the drop down arrow under “Select Available Fields from:” and select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



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

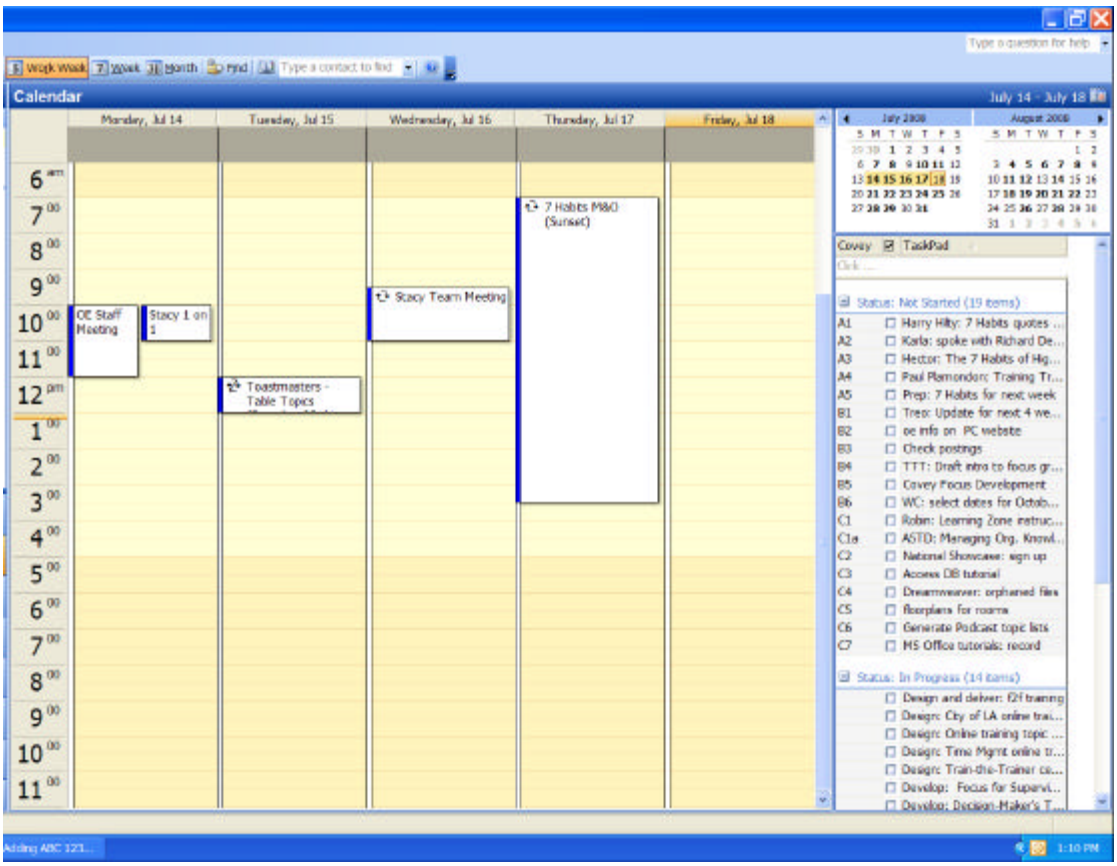
**A** = High importance (really need to complete today)
**B** = Medium importance (would be nice to complete today)
**C** = Low importance (can be completed in the future)

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.

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

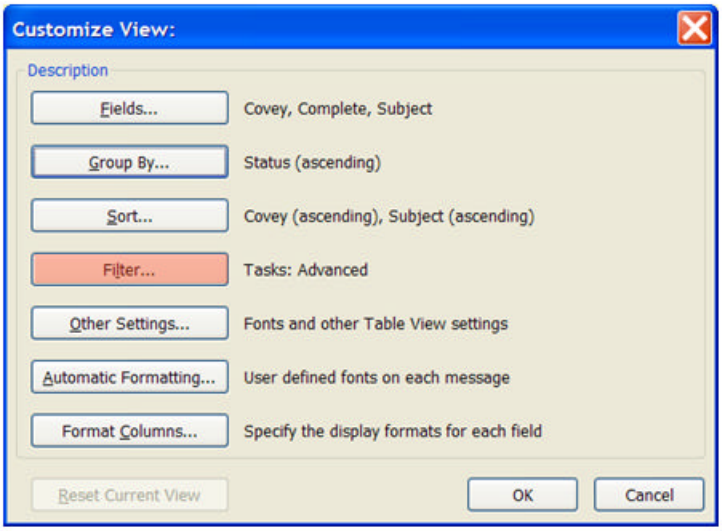
| | |
|---|---|
| A1 | Harry Hilty: 7 Habits quotes and Ou... |
| A2 | Karla: spoke with Richard Deeb re: f... |
| A3 | Hector: The 7 Habits of Highly Effe... |
| A4 | Paul Plamondon: Training Transfer ... |
| A5 | Prep: 7 Habits for next week |
| B1 | Treo: Update for next 4 weeks |
| B2 | oe info on 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 | 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 |

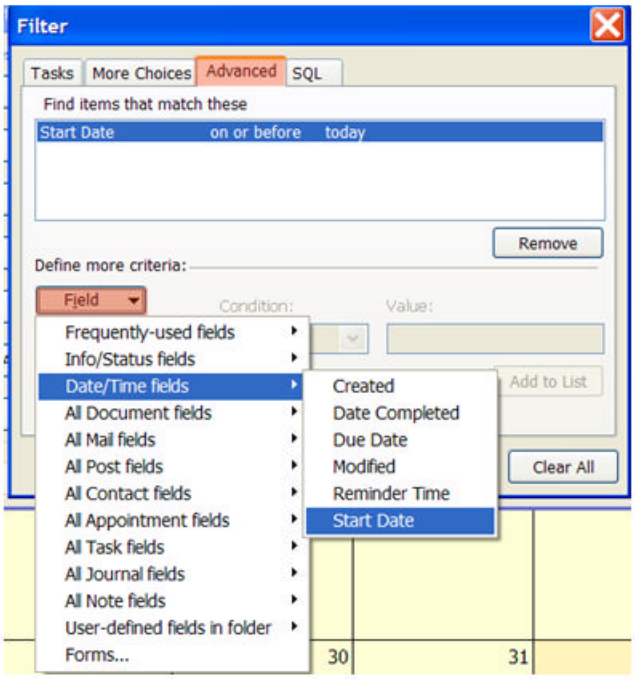


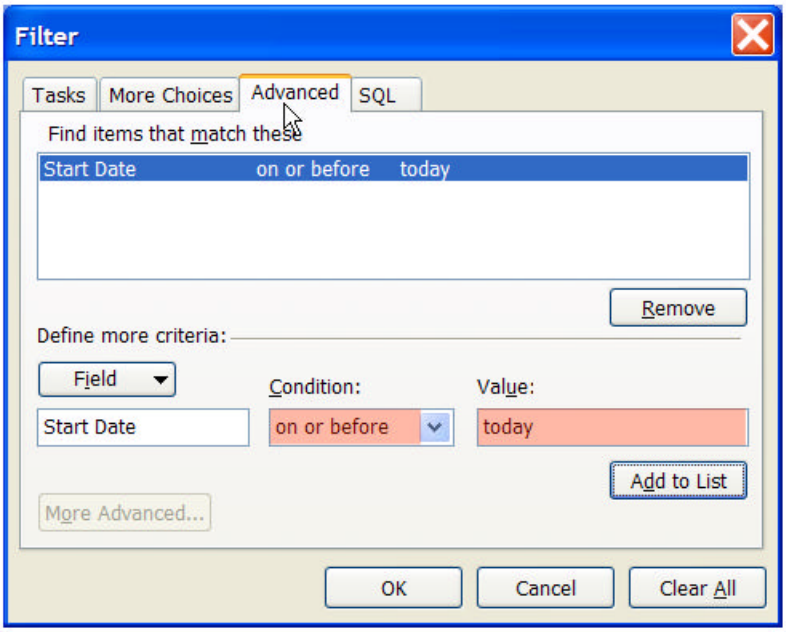
**Bonus**: Your task list can be filtered to show only current tasks (i.e. exclude tasks with a future start date or no start date). This will allow you to maintain a master list of tasks with no start date under the Tasks section of Outlook but only show those tasks with a start date on your Task Pad 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 F*ield.* Select *Date/Time Fields.* Select *Start Date.*




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.