

# G Suite Learning Center

English

Keep track of tasks

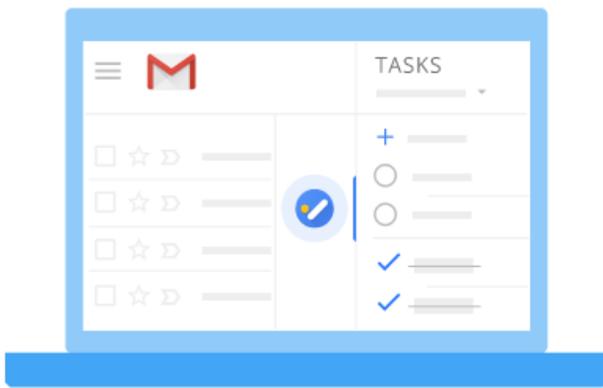
## What can you do with Tasks?

Keep track of your daily tasks, organize multiple lists, and track important deadlines with Google Tasks. Create and update your tasks from Gmail, Google Calendar, and the Tasks mobile apps. Tasks synchronizes across all your devices, so your lists and tasks go with you, wherever you are.

**Note:** This guide uses the new version of Gmail.

 G Suite account

 10 minutes



1

## Open Tasks

Start by opening Tasks.

In this section, you learn how to:

### [1.1 Open Tasks](#)

1.1

## Open Tasks

### **On a web browser in Gmail:**

Open [Gmail](#), and on the right, click **Tasks**.

### **On a web browser in Calendar:**

Open [Calendar](#), and in the **My calendars** section, click **Tasks**.

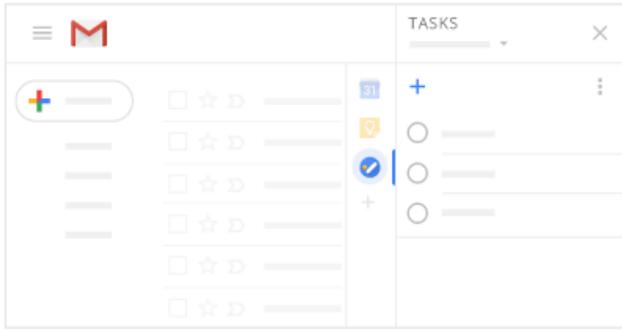
### **On Android devices:**

1. Tap [Play Store](#) to open Google Play.
2. Install the [Tasks app](#).

**On iOS devices:**

Install the [Tasks app](#) for Apple® iPhone® or iPad®.

**Note:** If you can't access Tasks, contact your [G Suite administrator](#).



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## Create lists and tasks

Let's start with creating task lists and tasks.

In this section, you learn how to:

- [2.1 Create a list](#)
- [2.2 Rename a list](#)
- [2.3 Add tasks and subtasks](#)
- [2.4 Switch lists](#)
- [2.5 Delete a list](#)

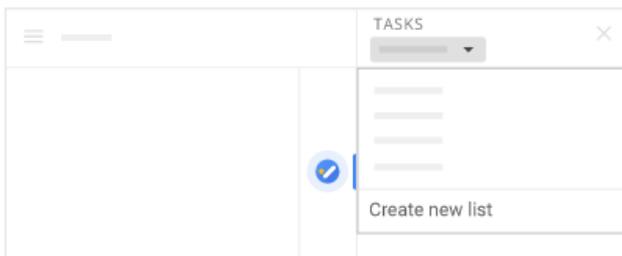
2.1

### Create a list

In Tasks, each task goes into a list. There's a default list that you can add tasks to, or you can create your own lists.

1. At the top of the Tasks window, click the Down arrow ▼ > **Create new list**.
2. Name the list and click **Done**.

1. At the bottom of the Tasks window, click Switch list ☰ > **New list**.
2. Name the list and click **OK**.



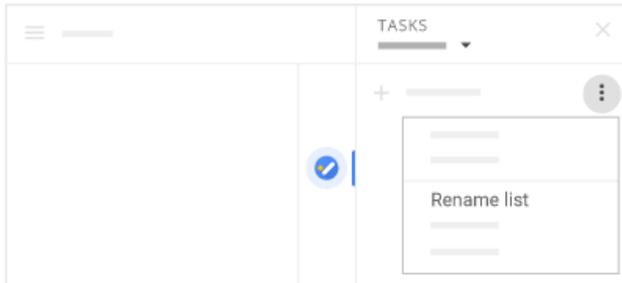
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2.2

## Rename a list

1. At the top of the Tasks window, click the Down arrow ▼ and select a list.
2. Click More ⋮ > **Rename list**.
3. Enter a new name and click **Done**.

1. At the bottom of the Tasks window, click Switch list ≡ > **Rename list**.
2. Enter a new name and click **OK**.



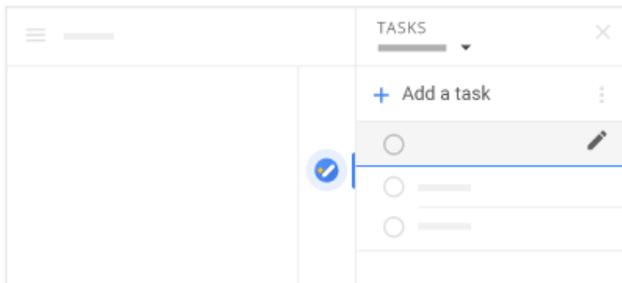
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2.3

## Add tasks and subtasks

### Add a task to a list:

1. At the top of the Tasks pane, click the Down arrow ▼ and select the list you want to add the task to.
2. Click **Add a task**.
3. Enter a task. As you enter text, the task automatically saves.



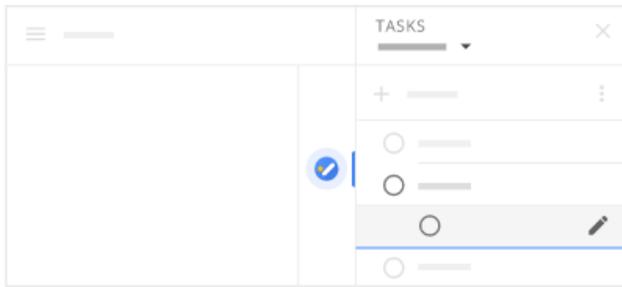
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### Create a subtask: Organize related tasks under a main task.

To create a subtask, choose an option:

- Right-click a task and select **Add a subtask**.
- Under the main task, add a new task and press **Command + ]**.
- Next to the main task, click Edit ✎ and in the **Add subtasks** field, enter a task.

To un-indent a subtask, right-click the subtask and click **Unindent**. You can also click on the subtask and press **Command + [**.



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#### **Create a task from an email:**

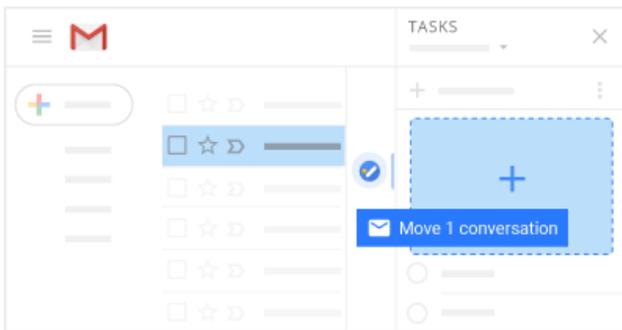
1. Drag an email into the Tasks window. The task is the email subject.
2. In the task, a link appears so you can easily reopen the message.

#### **Add a task to a list:**

In the Tasks window, click under the list and start typing, or click Add task **+**.

#### **Create a subtask:**

Select a task and click **Actions > Indent** or **Un-indent**.



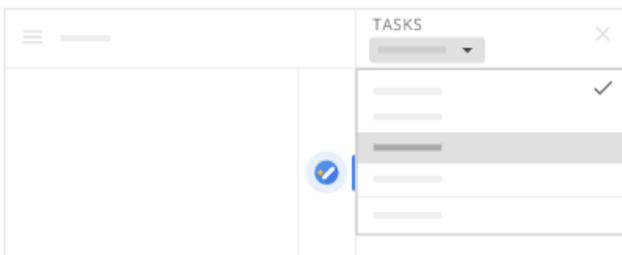
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2.4

## Switch lists

At the top of the Tasks window, click the Down arrow **▼** and select a different list.

At the bottom of the Tasks window, click Switch list **☰** and select any list.



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2.5

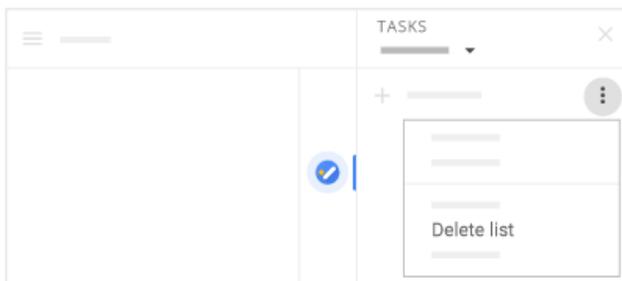
## Delete a list

If you delete a list, it can't be restored.

1. At the top of the Tasks window, click the Down arrow ▼ and select a list.
2. Click More ⋮ > **Delete list**.

**Note:** You can't delete the default task list but you can rename it.

1. At the bottom of the Tasks window, click Switch list ≡ and select a list.
2. Click Switch list ≡ again and select **Delete list**.



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3

## Organize and update tasks

In this section, you learn how to:

- [3.1 Add notes and due dates](#)
- [3.2 Organize tasks](#)
- [3.3 Sort tasks](#)
- [3.4 Remove and restore tasks](#)

3.1

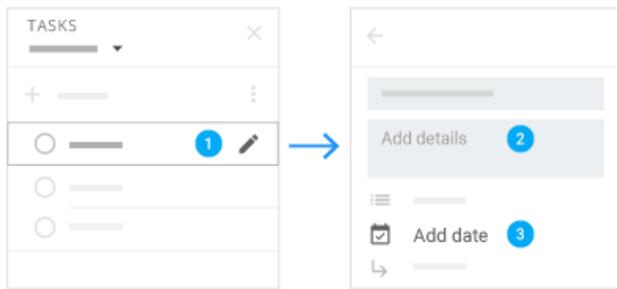
### Add notes and due dates

Select a list and next to a task in the list, click Edit ✎ .

Click **Add details** and enter notes for your task.

Click **Add date** and select the due date for your task. Adding a due date also adds the task to Calendar.

1. Next to a task in the list, click Edit details > .
2. Select the due date for your task. Adding a due date also adds the task to Calendar.
3. Enter notes for your task.



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3.2

## Organize tasks

### Move a task up or down in a list:

Hover over the task you want to move and drag the task up or down in the list to reorder it.

### Move a task to another list:

1. Next to the task, click Edit .
2. Next to the list name, click the Down arrow  and select another list.
3. At the top, click Back .

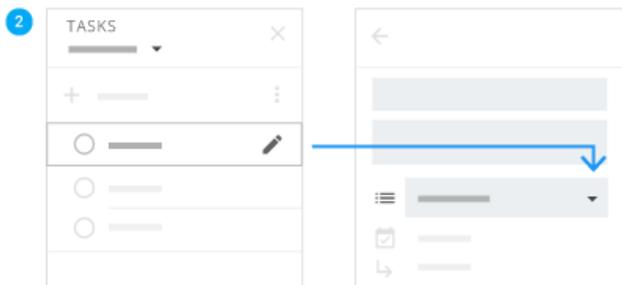
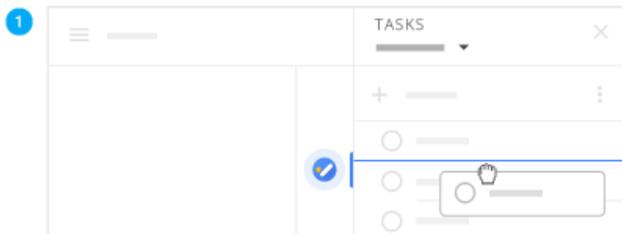
### Move a task up or down in a list:

Choose an option:

- Put your cursor to the left of a task until it turns into a hand. Then drag the task where you want it.
- Select a task, click **Actions** and select **Move up** or **Move down**.

### Move a task to another list:

1. Next to a task, click Edit details .
2. Click **Move to list** and select a list.



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3.3

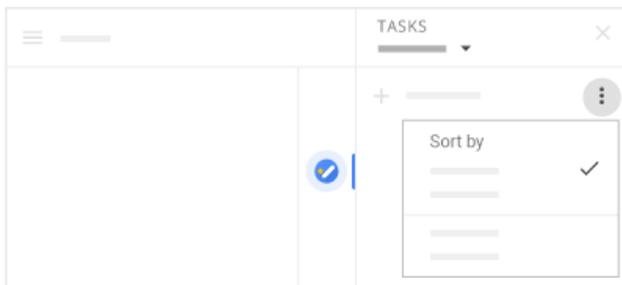
## Sort tasks

At the top of the Tasks window, click More  and choose how to sort your tasks:

- **My order:** Puts tasks in order entered. You can drag tasks to reorder them.
- **Date:** Sorts tasks by their due date.

At the bottom of the Tasks window, click **Actions** and choose an option:

- View in my order.
- Reverse sort order.
- Sort by due date.



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3.4

## Remove and restore tasks

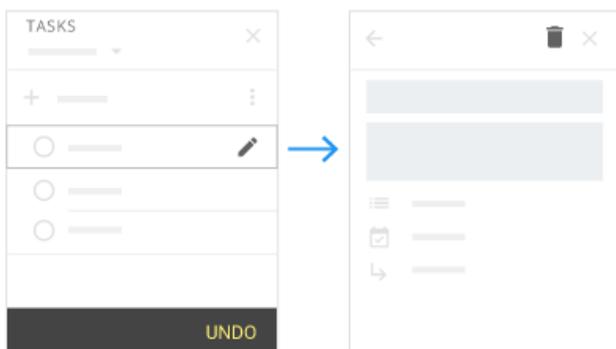
You can only restore a task for a short time. If you don't see **Undo**, you can't restore a task.

- **Remove a task:** Next to the task, click Edit  > Delete .
- **Restore a task:** At the bottom, click **Undo**.

### Restore a task:

- 1.
2. Select **Actions** and select **View completed tasks**.
3. Click Restore task  next to the task.

In Calendar, you can hide completed tasks. To hide a completed task, click **Actions** > **Clear completed tasks**.



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4

## Complete a task

After you finish a task, mark it complete.

In this section, you learn how to:

[4.1 Mark a task complete](#)

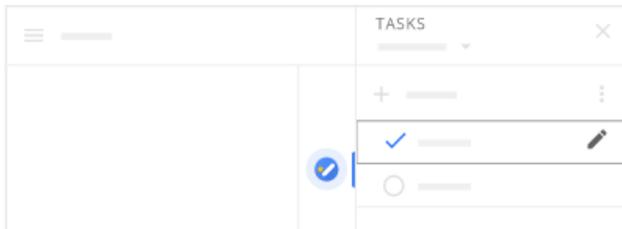
[4.2 Manage completed tasks](#)

4.1

### Mark a task complete

Hover to the left of the task and click Mark complete ✓.

Check the box next to the completed task in the Tasks list. In Calendar, you can also mark a task as complete in the calendar grid.



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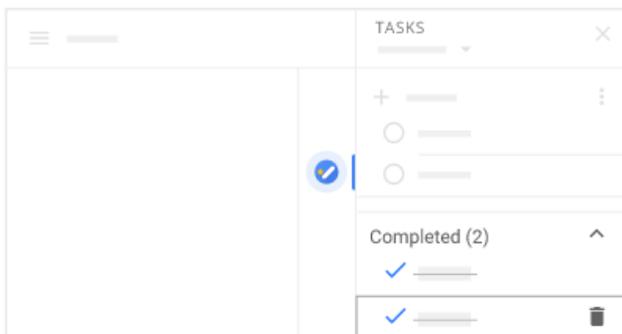
4.2

### Manage completed tasks

**View completed tasks:** Next to **Completed**, click the Down arrow ▼.

**Delete completed tasks:** Next to **Completed**, click the Down arrow ▼. Then, hover over a task and click Delete 🗑️.

**View completed tasks:** Click **Actions** > **View completed tasks**.



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5

## Keyboard shortcuts

Work faster with Tasks using keyboard shortcuts.

In this section, you learn how to:

[5.1 Use keyboard shortcuts in the Gmail window](#)

[5.2 Use keyboard shortcuts in the Tasks side panel](#)

5.1

### Use keyboard shortcuts in the Gmail window

Shortcut	Result
<b>Shift + T</b>	Creates a task based on the open message.
<b>G and then K</b>	Opens Tasks or shifts the cursor from Mail to the Tasks window.

5.2

### Use keyboard shortcuts in the Tasks side panel

Shortcut	Result
<b>Shift + Enter</b>	Enters task detail view.
<b>Esc</b>	Exits task detail view.
<b>Space</b>	Marks a task complete or incomplete.
<b>Enter</b>	Enters inline edit mode.
<b>Backspace</b>	Deletes a task.
<b>Alt + Up</b>	Moves selected task up.
<b>Alt + Down</b>	Moves selected task down.
<b>Inline edit actions</b>	
<b>Esc</b>	Exits edit mode.
<b>Command + ]</b>	Indents a task to create a subtask.
<b>Command + [</b>	Un-indent a subtask.
<b>Enter</b>	Adds a task.

Was this useful?

## Next steps

Try it now

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### Get more training

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