

# SharePoint® win

## *Add to-dos to your Project Task List*

A project task list in Microsoft® SharePoint® 2010 displays a collection of tasks that are part of a project. After you create a project task list, you can add tasks, assign resources to a specific task, update progress and view task information on a timeline.

### **To add a task to a project tasks list:**

1. If the project task list is not open, click **its name** on the Quick Launch.

*Tip: If the name of your list does not appear, click All Site Content, and then click the name of your list.*

2. On the New menu click **New Item** and select **Task**.
3. In the Title section, type a name for the task.
4. In the Priority section, click **High, Normal, or Low** to indicate the relative importance of this task compared with other tasks in your project task list.
5. In the Task Status section, click the **status of the task**.
6. In the % Complete section, type a number as a percentage value that indicates the extent to which the task is complete.
7. In the Assigned To section, type the name of the person who will complete the task. Only one person can be assigned to a task.

Click **Check Names** to determine if the person's name is found in the membership provider service that is used for authentication. See your server administrator if the name is not found in the membership provider service.

8. In the Description section, type a description of the task.
9. In the Start Date and Due Date sections, enter the start date and finish date for the work that is performed on the task. Use the date picker to quickly enter a date.
10. Click **Save** to add the task to your project task list.

## Life win

### TO-DO: MAKE TO-DO LIST

When you make a to-do list, include one or two items you've already done, so you can feel the immediate joy of crossing things off. Sometimes you just need to celebrate the small achievements.