



How to assign a To Do (a task) in Notes		
What are you going to do?	How to do it?	Where is it?
<p>Assign a To Do (task) to another person</p>	<p>You can assign a task to another person or to a group of people.</p> <p>Create a new task by clicking New in the Action Bar in the To Do view.</p> <p>Select Others in Assign to.</p> <p>Click Required, and select the person the task should be assigned to.</p> <p>Click Save and Send Assignments in the Action Bar to assign the task to the selected person.</p>	

Read more about personal planning in the book: Planlæg bedre – få mere tid by Kirsten Andersen, Mariann Bach Nielsen and Claus Bekker Jensen © www.planlaeg.dk
 You can also read the book in English: Plan Better – Get More Time – www.planbetter.dk

