

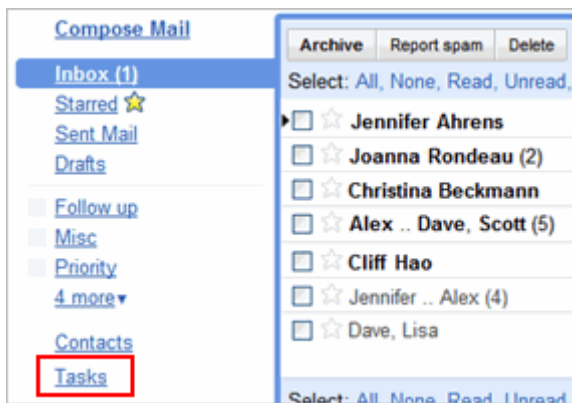
Create a Task List:

Using the Tasks gadget

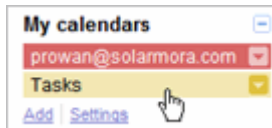
Use the Tasks gadget to keep your "to do" list handy.

To open the Tasks gadget:

In Gmail, click **Tasks** in the left pane:

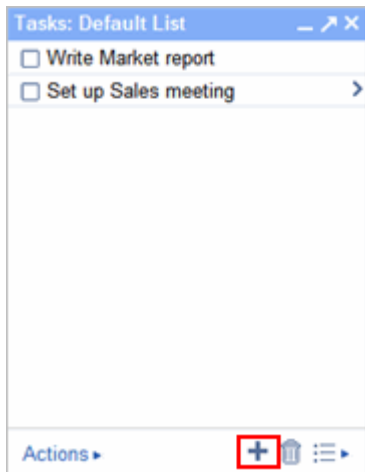


In Google Calendar, click the **Tasks** calendar under **My Calendars**:



To add a task to your list:

Click the "plus" (+) icon, or simply click in the Tasks window and start typing.



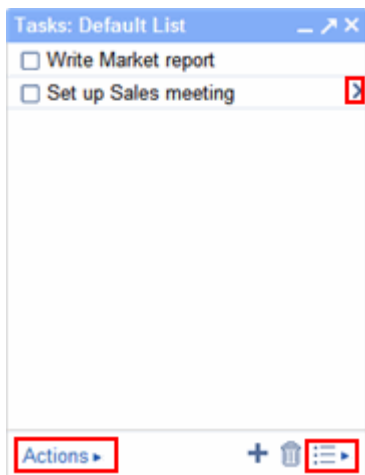
Tip: You can also add email messages to the list to create items for follow-up! First, select the messages in your inbox. Then, on the **More actions** menu, choose **Add to Tasks**.

To format your list and create additional lists:

On the **Actions** menu, you'll find options to indent or move items, edit details such as a due date, print your list, and more.

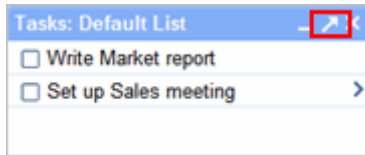
Click the arrow (>) to the right of the current task to go directly to the Edit Details screen, where you can enter a due date.

Use the **Switch List** menu in the lower right to rename the list and create more lists.



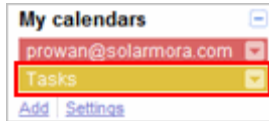
To work in a separate, bigger window:

Click the **Pop-out** arrow in the upper-right corner:



To get reminders for task due dates on your calendar:

On your Google Calendar, make sure the **Tasks** calendar is selected (highlighted with a color) under **My Calendars**:



If you want to turn off reminders at any time, just click the **Tasks** calendar in the list to de-select it.