Getting Tasks Done

Our lives are busy. One of the reasons we use a BlackBerry in the first place is to simply keep track of what we need to do and when we need to do it. The BlackBerry helps us multitask and the Tasks app helps us keep track of specific tasks.

Your BlackBerry provides robust task-management functionality in the form of a Tasks list program. In this chapter, you’ll learn how to use this application to manage Tasks in your life, as well as to synchronize the Tasks on your BlackBerry with your computer.

We will also show you how to view your tasks, categorize them, filter them and then check them off when they are completed.

Exploring the Tasks App

Like your Contacts, Calendar, and MemoPad app, your Tasks app becomes more powerful when you share or synchronize it with your computer. Since the BlackBerry is so easy to carry around, you can update, check off, and even create new tasks anytime and anywhere they come to mind. Gone are the days of writing down a Task on a sticky note and hoping to find it later when you need it.

Getting Tasks from Your Computer to Your BlackBerry

You can also mass load or sync up your computer’s Tasks list with your BlackBerry Tasks app.

If your BlackBerry is tied to a BlackBerry Enterprise Server, the synchronization is wireless and automatic. Otherwise, you will use either a USB cable or Bluetooth wireless to connect your BlackBerry to your computer to keep it up to date. If you use a Windows PC, see page 67; if you use an Apple Mac computer, see page 125.
Viewing Tasks on Your BlackBerry

Press the hotkey letter T to start the Tasks utility (see page 548 for help on using hotkeys). Or, you can locate and click the Tasks icon.

You may need to press the Menu key to bring up all your applications on the Home screen; you may also need to click the Applications folder.

You can find the icon that says Tasks when you glide over it. You may need to press the Menu key to the left of the Trackpad to see all your icons.

The first time you start the Tasks program on your BlackBerry, you may see an empty Tasks list if you have not yet synchronized your BlackBerry with your computer.

Adding a New Task

Your next goal is to add a new Task to your Tasks list. Press the Menu key and select New. From here, you can enter information for your new Task (see Figure 16-1).

**TIP:** Keep in mind the way the Find: feature works as you name your Task. For example, all Tasks for a particular Project Red should have Red in the name for easy retrieval.