

It's easy to forget tasks that repeat at regular intervals or repeat based on the date you mark the task complete. MS Outlook can help you keep track of these recurring tasks! For example, you might want to send a status report to your manager on the last Friday of every month, or get a haircut when one month has passed since your last haircut. To create a task:

To create a recurring task using Outlook:

1. In the panel on the lower-left of your screen, click "**tasks.**"
2. In the Task screen, go to the "**new**" group and double click on "**New Task.**"
3. In the new task screen, go to the "**recurrence**" group or tab and select the "**Recurrence**" icon
4. In the Task Recurrence dialogue box, select the recurrence options you would like, and then click "**ok**"
5. In the new task screen click "**Save and Close**"

Your task will show up on your task list at the recurring times that you identified.