

16.7 Completing, Reopening, and Deleting Tasks

Select the checkbox beside a task to mark it complete. For an ordinary completed task, select its checkbox again to reopen it. Repeating tasks advance to their next occurrence as described in [16.5 Recurring Tasks](#).

Find completed tasks

Completion does not delete a task: it remains saved and synchronized. Use **Completed**, or open its list and select **Load the completed tasks of list “[list name]”** if shown. Use the completed-task count to expand or collapse the list’s closed tasks.

If Completed is missing from the sidebar, change its visibility in **Tasks settings**. Closed tasks can include canceled tasks as well as completed ones. A completed task’s details also let you change its recorded completion date.

Delete a task

Choose **Delete** from the task’s menu. A short countdown gives you a chance to cancel before deletion. Deleting a parent also deletes its subtasks.

To recover an item that has been deleted, open **Trash bin** in Tasks and choose **Restore** beside it. If you deleted several related tasks, check that all the steps you need have been restored.

Tasks and Calendar share a trash bin

This trash bin can contain deleted tasks, events, and whole calendars. Items are retained for **30 days** before automatic removal. Restore important items promptly. **Delete permanently** and

Empty trash bin remove items without another opportunity to restore them here; emptying this bin can remove Calendar items too.

This is separate from **Deleted files** in Files. The Files setting **Automatically remove deleted files after 30 days** does not control task or calendar recovery.

Delete a list with care

Deleting a list deletes its underlying calendar and all its tasks. If it is a mixed event/task calendar, its events are deleted too. Export anything important first. Recover a deleted list by restoring its calendar in the trash bin; tasks deleted separately may also need to be restored separately.

For a calendar with an active public event share, disable that share before deleting the calendar if access should end permanently. Restoring the calendar can reactivate a still-enabled link. See [6.4 Using Multiple Calendars](#).

Current online article: <https://help.lightdrive.one/tasks/completing-reopening-and-deleting-tasks>

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