

16.4 Due Dates, Priorities, and Reminders

A start date tells you when to begin; a due date tells you when the task should be finished. Neither date automatically completes the task or creates a reminder.

Dates and priority

Open the task and select its start or due field. Turn on **All day** for a date without a time. For timed tasks, check your device's time zone, especially after travel or when comparing devices. Tasks displays timed dates using your device's local time.

Use the priority control to choose a level: 1-4 is high, 5 is medium, 6-9 is low, and 0 means no priority. Lower nonzero numbers are more important. High-priority tasks appear in **Important**.

Add a reminder

1. Open the task's details and choose **Add reminder**.
2. If the task has a start or due date, choose **Before the task starts** or **Before the task is due** and select the timing.
3. Alternatively, choose **Select date and time** for a reminder at a specific time.
4. Check the saved reminder and let the task finish synchronizing.

A reminder tied to a start or due date follows that date. A reminder set for a specific date and time does not automatically move with a changed deadline. Recheck reminders after changing dates or repeat settings.

How LightDrive reminds you

LightDrive delivers task reminders to the **notification bell in the Vault** for the task's owner. Select a reminder to open its task. You do not need to leave the Tasks page open, but reminders are not guaranteed to appear at the exact second selected.

This is not an email reminder service. Do not rely on a browser pop-up or mobile push notification as the delivery method. A connected task app may provide its own local reminders, depending on its settings, synchronization, and device permissions; that is separate from the Vault notification.

Late or missing reminders

LightDrive can catch up reminders missed within the previous 24 hours. Older missed reminders are not replayed. Completing, canceling, or deleting a task stops its pending LightDrive reminders; changing or removing a reminder can clear its old notification. Dismissing a delivered reminder does not repeatedly resend that same reminder.

For reminders saved without a time zone, LightDrive uses the calendar's time zone when available, otherwise your Calendar time zone. Keep your device and Calendar settings consistent. For an important deadline, review Tasks directly rather than depending only on a notification. See [16.10 Troubleshooting Tasks](#).

Current online article: <https://help.lightdrive.one/tasks/due-dates-priorities-and-reminders>

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