

16.1 Getting Started with Tasks

Use Tasks for errands, project steps, recurring chores, and work with a deadline. Your lists stay in LightDrive and can synchronize with compatible task apps.

Open Tasks

Sign in to the Vault and choose **Tasks** from the apps menu in the header. On a narrow screen, choose **Open navigation** to reveal your lists, **Trash bin**, and **Tasks settings**. Close navigation to return to your task list.

Create your first task

1. Select a list, or choose **Add List...**, enter a name, choose a color, and confirm.
2. Type a short title in **Add a task to “[list name]”...** and press Enter or use the add arrow.
3. Select the task to open its details. Add a due date, notes, or a reminder if needed.
4. Let synchronization finish before leaving. Resolve any save error before assuming the change reached your other devices.

Each list belongs to a task-capable LightDrive calendar. Tasks are saved with that calendar, not as documents in Files.

Tasks and Notes are different

A checklist inside a note remains part of that note. It does not create entries in Tasks or schedule task reminders. Use Tasks for due dates and reminder notifications, and Notes for writing. See [15.1 Getting Started with Notes](#).

