

16.3 Lists, Calendars, and Organization

Use separate lists for different purposes, such as Home, Work, and Travel. Choose **Add List...** in Tasks to create a task-only list. Open a list's menu and choose **Edit** to change its name or color.

Lists and calendars

A Tasks list is a calendar that supports tasks. Tasks shows your task-capable calendars, including calendars configured for both events and tasks. Event-only calendars do not appear as task lists. Creating a list in Tasks creates a task-only calendar; it does not create a mixed event/task calendar.

A mixed calendar can hold events in Calendar and tasks in Tasks. Removing every task does not change the calendar's type or make it eligible for LightDrive-user sharing. See [16.9 Tasks and Shared Calendars](#).

Smart Collections

Smart Collections bring matching tasks together across your lists without moving or copying them:

- **Important:** open tasks with a high priority.
- **Today:** open tasks whose start or due date is today or earlier.
- **Week:** open tasks with a start or due date in the next seven days, including overdue tasks.
- **All:** open tasks across your lists, not completed tasks.

- **Current:** open tasks with no start date, a start time that has passed, or a due time that has passed.
- **Completed:** closed tasks, including tasks marked Canceled.

Open **Tasks settings** → **Visibility of Smart Collections** to choose Hidden, Visible, or Automatic for each collection. Automatic hides an empty collection. Tasks settings also lets you choose the default list.

Find, filter, and sort

Use the header search while Tasks is open to filter tasks. The filter control above the list lets you select tags; **Reset filter** clears the tag filter and search. Check the selected list and collection as well if something is missing.

The sort control offers Relevance, Start date, Due date, Created date, Last modified, Completed date, Priority, Alphabetically, Tags, and Manually. Selecting the same sort again reverses its direction. Choose **Manually** to arrange tasks by dragging them.

Move or export a list's tasks

To move a task, open its details and choose a different list, or drag it to another list in the sidebar. Moving a parent also moves its subtasks. The list menu's **Export** downloads a calendar file; a mixed calendar's export can include events as well as tasks. **Copy private link** is not a public sharing link and does not grant anyone access.

Current online article: <https://help.lightdrive.one/tasks/lists-calendars-and-organization>

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