

## 16.5 Recurring Tasks

Use a repeating task for something you need to do regularly, such as a weekly review or monthly household chore.

### Set up a repeat

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1. Create the task and give it a start or due date.
2. Open its details and select **Does not repeat** to open **Repeat task**.
3. Choose days, weeks, months, or years and the interval. Weekly repeats let you choose weekdays; monthly and yearly repeats offer date or weekday patterns.
4. Under **End repeat**, choose never, on a date, or after a number of occurrences.
5. Save the repeat settings and check the displayed rule.

### Complete an occurrence

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When you complete a repeating task, Tasks records that occurrence and advances the task's dates to the next occurrence when one remains. The next occurrence is open again. This happens when you complete the task, not simply because its due date passes.

Check the next date, especially after completing an overdue task. It is not automatically based on the day you completed it.

Use the active task's repeat control to change its rule or choose never to stop repeating. There is no Calendar-style "this occurrence or the series" workflow. Keep one-off exceptions as separate tasks.

Removing both start and due dates removes the repeat rule. Recheck reminders after completion: a fixed-date reminder does not repeat automatically. External apps can handle repeats differently; check the result in Tasks after synchronizing.

