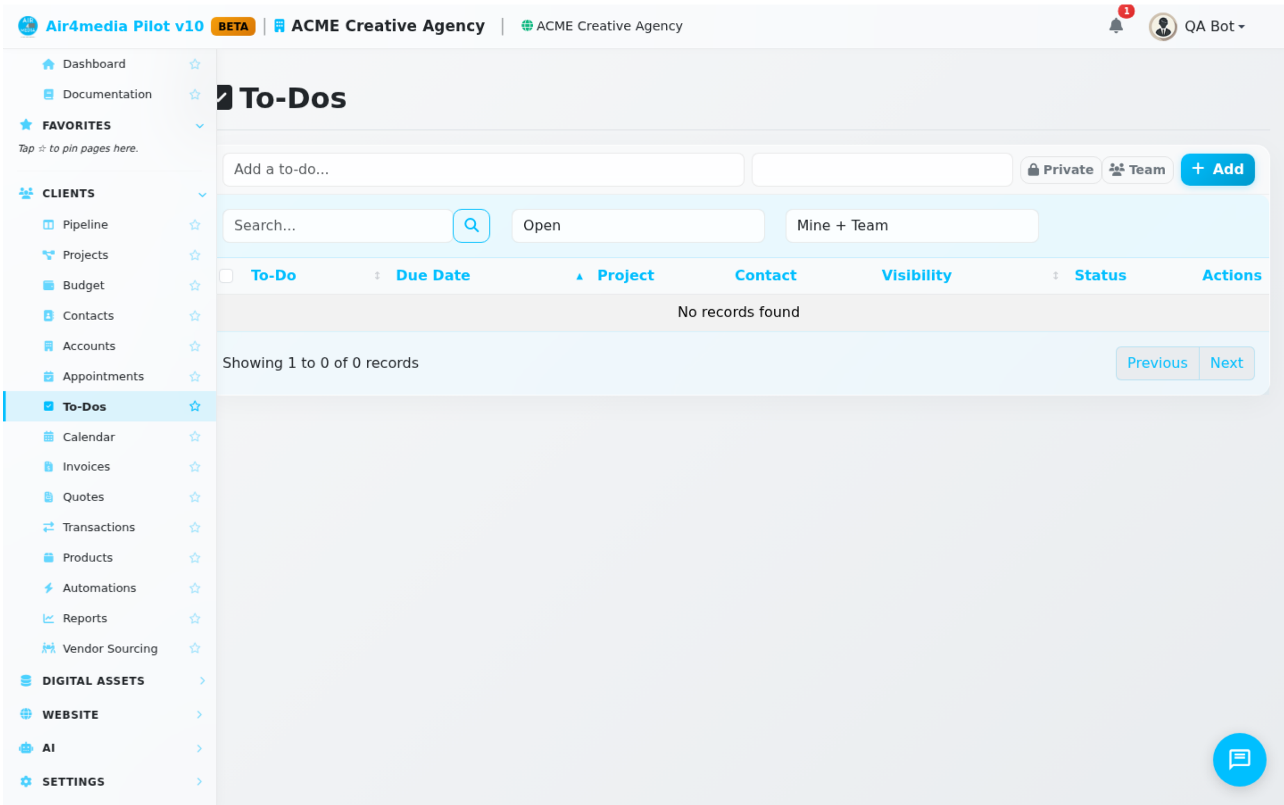

To-Dos

Keep your work on track with a personal task list that lives inside your company account. To-Dos is where you capture anything that needs attention — from following up with a client to reviewing a deliverable — with optional due dates and the ability to share selected tasks with your team.

Key Features

- **Quick-add bar**: Type a task title, set a due date, choose Private or Team visibility, and press Add — your to-do appears instantly without opening a form.
- **Due date tracking**: Dates are shown clearly in your list. Overdue items are highlighted in red so nothing slips past you.
- **Private and Team tasks**: Keep a task just for yourself, or mark it as Team so your colleagues at ACME Creative Agency can see it in their own list.
- **Linked to projects and contacts**: When editing a to-do, you can attach it to one of your active projects or a specific contact, giving each task the right context.
- **Status badges**: Every to-do shows as Open or Completed at a glance. Mark one done with a single click — or undo it just as easily.
- **Search and filter**: Search by keyword, or filter the list to show only open tasks, only

completed tasks, or toggle between your own tasks and the full team view.

- **Batch actions**: Select multiple tasks and mark them all complete or delete them in one step.

How to Use

1. **Add a task quickly** — Type a title in the bar at the top of the page, optionally set a due date, choose Private or Team, then click **Add** (or press Enter).
2. **View your list** — Tasks appear sorted by due date, with the most urgent at the top. Overdue items stand out in red.
3. **Mark a task complete** — Click the **Complete** action on any row. The title will appear with a strikethrough and the status badge changes to Completed.
4. **Edit a task** — Click **Edit** on any of your own tasks to open the full edit form, where you can add a description, change the due date, link a project or contact, and adjust visibility.
5. **Filter the list** — Use the Status filter to show All, Open, or Completed tasks. Use the scope filter to toggle between Mine + Team and Only Mine.
6. **Batch complete or delete** — Check the boxes next to multiple tasks, then choose **Complete Selected** or **Delete Selected** from the batch action menu.

Tips

- Tasks marked **Team** are visible to other members of ACME Creative Agency but only the person who created the task can edit or delete it.
- Use the **contact and project links** in the edit form to connect a follow-up task to the right client or job — handy when reviewing your task list during a project check-in.
- The list defaults to showing open tasks sorted by due date, so your most pressing items are always at the top when you open the page.
- You can re-open a completed task at any time using the same **Complete** toggle — it flips the status back to Open.