



## Introduction

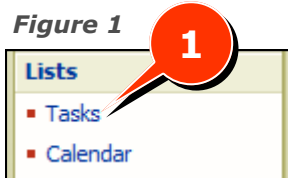
As you work with more task lists in SharePoint it may become necessary to quickly identify tasks that are only related to you. This document will step you through the process of viewing only your tasks.

### Process Summary

#### Introduction

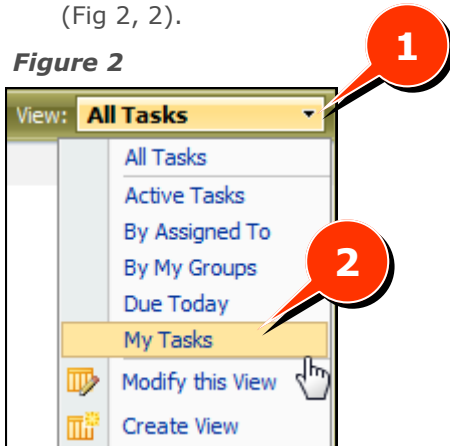
1. Go to the SharePoint site that contains the tasks you want to view.
2. Click the **Tasks** list (the name may differ depending on how it was set up) from the left side of the screen in the **Quick Launch Menu** under **Lists** (Fig 1, 1).

Figure 1



3. Next to **View:** click the **down arrow** (Fig 2, 1) and click **My Tasks** from the drop down list (Fig 2, 2).

Figure 2



4. The list will be filtered to only display the tasks assigned to your username.

You can also choose from some of the other default views available such as **Active Tasks**, **By Assigned To**, **By My Groups** or **Due Today** to view different results.