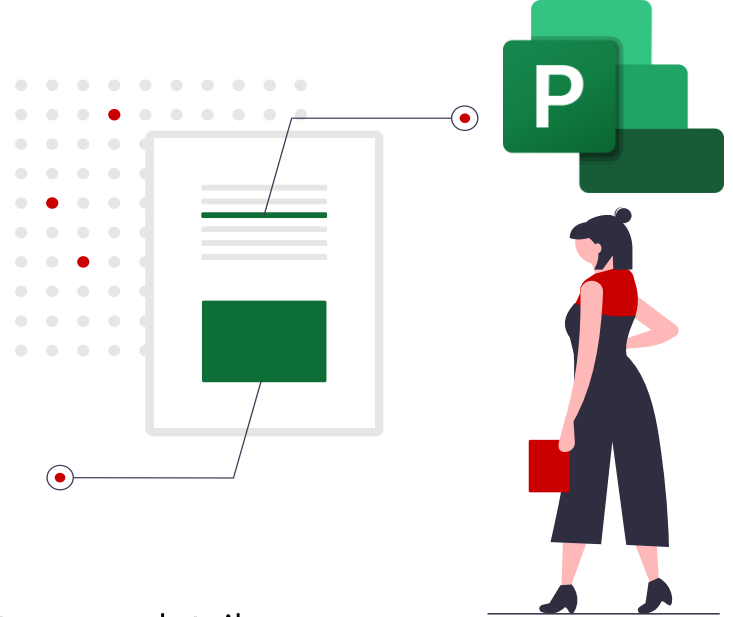


# Organize your work with Planner



## Add labels to your Plan

- 1 On the task board, select a task to open details

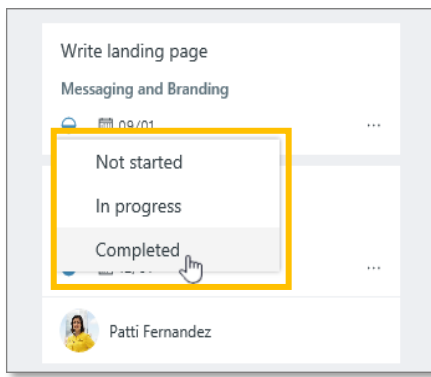
In the card, select **Add Labels**

Choose your label

Rename it

## Set and update task progress as

- Not started
- In progress
- Completed

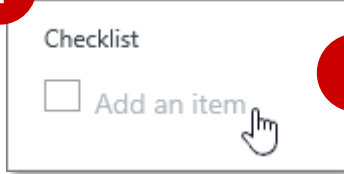


### TIPS

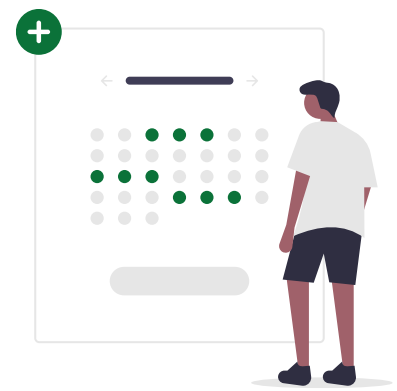
Completed tasks are hidden at the bottom of the task-list: scroll down and select **Show completed**

## Add a checklist to a task

- 1 Select a task to open details

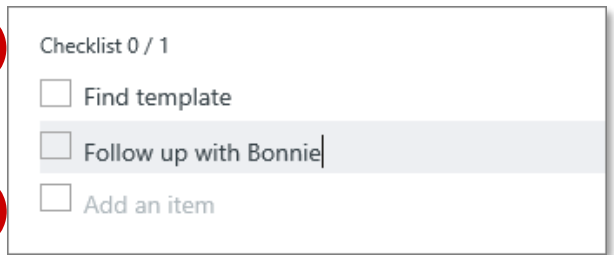


- 2 In **Check list**, select **Add an item**



Write you checklist

- 3

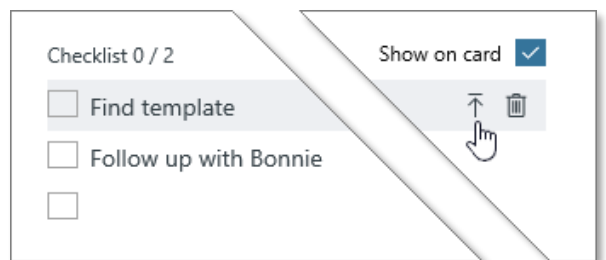


Enter to add a new item

- 4

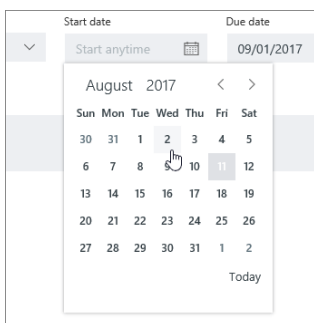
## Turn a checklist item into a task

1. Select a task
2. Pont to checklist item
3. Choose Promote item



## Add task start and due dates

1. Select a task
2. Add start and due dates



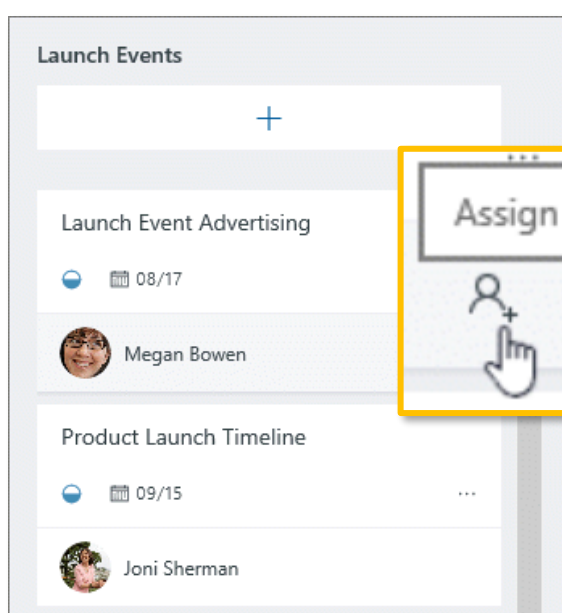
### TIPS

Due dates are shown in red if the task is overdue



## Assign people to task

1. Select a task
2. Assign to



### TIPS

You can choose up to 11 people for each task

