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Create and assign a task

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Add a task to the Team Planner, give it an owner and a due date.

Create a task

1. In **Team Planner**, select **+ New Task**. Or select **+ Add task** at the bottom of a column.
2. Fill in **Title**.
3. Pick the **Bucket** (column), **Priority** and **Due** date.
4. Pick **Assignees** and add **Labels** or **Notes** if you like.
5. Select **Create Task**.

Change or finish a task

1. Select **Open** → on the card.
2. Change what you need and select **Save**.
3. To finish it, drag it to **Done**.

Tasks that came from a team note or an event have **Open linked item** → to jump back.

See your own tasks

Under **Views**, select **Assigned to Me**. Select **Completed** to see finished tasks.

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