


# How do I view tasks assigned to me (Wiki)

<b>How do I...</b>	How do I view tasks assigned to me?
<b>Answer</b>	<p>The workbox displays your notifications and your personal tasks in separate tabs. The task tab shows the tasks assigned to you. When you update a task that originated in a task list on a page, the update is reflected in the task list too.</p> <div data-bbox="253 363 1297 1381" style="border: 1px solid black; height: 485px; width: 643px; margin: 10px 0;"></div> <p><b>To manage your tasks:</b></p> <ol style="list-style-type: none"><li>1. Choose the workbox icon  in the Confluence page header.<ul style="list-style-type: none"><li>• You can use the keyboard shortcut: Type <b>g</b> then <b>n</b>. (When in the Confluence editor, click outside the editor pane before pressing the keyboard shortcut keys.)</li><li>• The icon indicates the number of unread notifications.</li></ul></li><li>2. Choose the personal tasks icon:</li><li>3. To add a task and assign it to yourself, type the task summary in the text box and choose <b>Add task</b>.</li><li>4. To prioritise tasks, drag and drop them into your chosen order. (Click a task, hold down your mouse button to drag the task into position, then release the mouse button.)</li><li>5. To complete a task, or mark it as incomplete, choose the check box next to the task.</li><li>6. To add notes to a task and see further information (for example, a related page) choose the task item. The task details dialog will open.</li><li>7. To see the tasks that are marked as complete, choose <b>View completed</b>.</li></ol> <p>More information is available on the Atlassian web site's <a href="#">Managing Tasks in Confluence</a> article.</p>