

My tasks due next week.

Add this report to a dashboard to help users stay on top of their work.

REPORT

My Tasks Due Next Week

Show Filters

Report Actions

As of Mar 31, 2021 3:05 pm Mountain Daylight Time

Details

Summary

Chart

Export

Filter

Report Default

View

Report Default

Grouping

Report Default

Project

Task

Assignments

Duration

Pln Hrs

Start On

Due Date

% Complete

Project: Name: Valentines Sale Mailer (3)

Project: Name: Guided Self-launch Implementation Plan (3)

Guided Self-launch Implementation Plan

Enroll in Custom Form and Queue Management Courses

Stan Rizzo

Rick Kuvec

2 Days

0 Hours

3/30/21

3/31/21

0%

Guided Self-launch Implementation Plan

Validation Session 1 & 2

Stan Rizzo

5 Days

6 Hours

3/24/21

3/30/21

0%

Guided Self-launch Implementation Plan

Internal Communications for Users, Set Expectations, Continue Training

Stan Rizzo

Ann Owen

5 Days

1 Hour

3/24/21

3/30/21

0%

REPORT TYPE

Task

VIEW

Use default columns with the addition of Project » Name.

GROUPING

As desired, but some good options are Project » Name or Task » Planned Completion Date (Day).

FILTERS

Task » Planned Completion Date → Next Week → $$$$TODAYb+1w$ $$$$TODAYe+1w$

Task » Status → Not Equal → Complete

Assignment Users » ID → Equal → $$$$USER.ID$

NOTE: The field Assignment Users » ID looks for all tasks that you are assigned to, regardless of whether or not you are the Primary Assignee. The field Assigned To » ID only looks at the Primary Assignee.