



MyLandPlan.org

the woodland owner's resource

What Is The Task List Tool?

Do you have a long to-do list for your land? Or maybe you want to easily keep track of the activity list that your forester developed, so you remember when to do what? The Task List on MyLandPlan.org was developed to help you schedule upcoming tasks, track activities in progress and document a job well done.

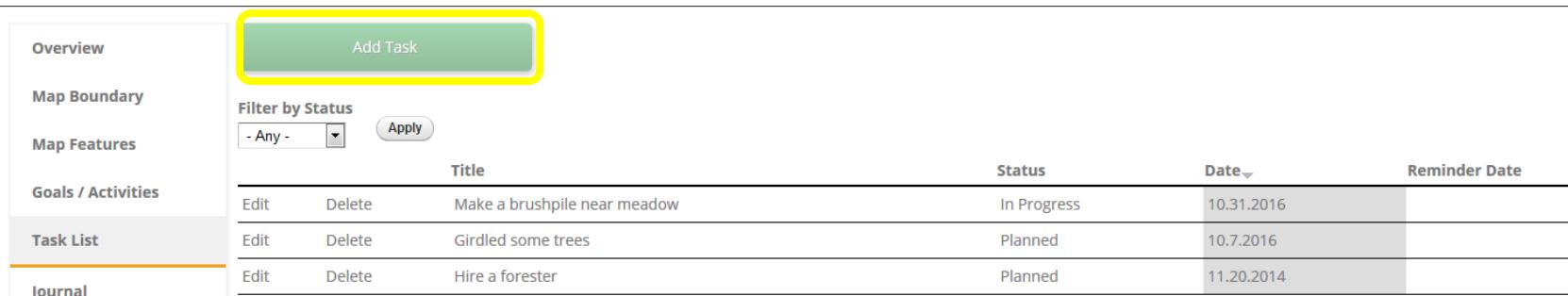
How Do I Use It?

Log in at www.mylandplan.org/user to access your account. On your Land Plan summary page, click the **Tasks** button. You can see your upcoming tasks and overdue tasks on your Land Plan summary page.

The screenshot shows a map of a property labeled "HASTINGS HILL" in Asheville, NC. The property is highlighted in yellow. Below the map, it says "Google Satellite, USDA Farm Service Agency". To the right of the map, there is property information: "Approximate Acreage: 162.35", "Goals: 11 | Activities: 6", and "Upcoming Tasks: 2 | Overdue Tasks: 1". There is also a green link "Delete this property". To the right of this information is a navigation bar with four buttons: "overview" (orange), "Map" (green), "Tasks" (green, highlighted with a yellow box), and "Goals/Activities" (green) and "Journal" (green).

Next Step, Set Up Your Task

Click on the Add Task button to add a new task.

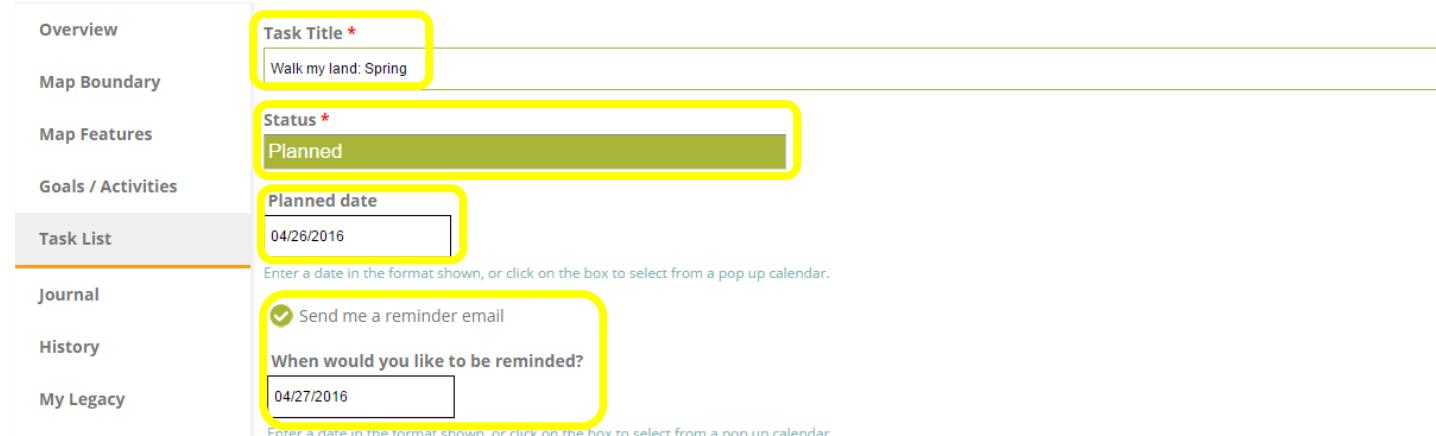


The screenshot shows a software interface for managing tasks. On the left, there is a vertical navigation bar with tabs: Overview, Map Boundary, Map Features, Goals / Activities, Task List (which is selected and highlighted with an orange border), and Journal. In the center, there is a table titled 'Task List' with columns: Title, Status, Date, and Reminder Date. The table contains three rows of data. At the top right of the central area, there is a green button labeled 'Add Task' with a yellow rectangular box drawn around it. Below the 'Add Task' button is a 'Filter by Status' section with a dropdown menu set to '- Any -' and an 'Apply' button. The table data is as follows:

	Title	Status	Date	Reminder Date
Edit	Make a brushpile near meadow	In Progress	10.31.2016	
Edit	Girdled some trees	Planned	10.7.2016	
Edit	Hire a forester	Planned	11.20.2014	

Creating a new Task

Add a Task Title to your task, something that makes sense to you and gives you an idea of what you will be doing. Then select a Status, this could be one of three: Planned, In Progress, Completed. If you select Planned, you can indicate when you would like to do this Task (Planned date), set up a reminder email (check Send me a reminder email) and then decide when you would like to be reminded via email.



The screenshot shows a form for creating a new task. On the left, there is a vertical navigation bar with tabs: Overview, Map Boundary, Map Features, Goals / Activities, Task List (selected and highlighted with an orange border), Journal, History, and My Legacy. The main form area has several input fields and sections:

- Task Title ***: A text input field containing "Walk my land: Spring" with a yellow rectangular box around it.
- Status ***: A dropdown menu set to "Planned" with a yellow rectangular box around it.
- Planned date**: A text input field containing "04/26/2016" with a yellow rectangular box around it.
- Send me a reminder email**: A checkbox that is checked, with a yellow rectangular box around the entire row.
- When would you like to be reminded?**: A text input field containing "04/27/2016" with a yellow rectangular box around it.

Below the input fields, there are small, faint instructions: "Enter a date in the format shown, or click on the box to select from a pop up calendar." and "Enter a date in the format shown, or click on the box to select from a pop up calendar."

Next select which Activity this task is related to. These activities are pre-populated from the Activities you selected in the Goals/Activities section of MyLandPlan.org. You can select all activities that the task helps you achieve. Then select whether this Task helps you Enjoy your land, Protect it, Make it healthy, Profit from it or Pass it on.

Activities

Monitor my woods for weeds and invasive plants ✕ Cultivate a healthy mix of tree species ✕

Select all activities this task helps achieve

This task helps me . . . *

Enjoy it

Protect it

Make it healthy

Profit from it

Pass it on

Finally add details or notes, relevant Images (like a before picture?), or upload any files relevant to this Task (perhaps a scan of a permit, or handwritten notes or a digital file). You have the ability to save all relevant task information in one place. The last step is to Save this task!

Details and notes

Images

Add a new image

Choose File No file chosen

Upload

Attachments

Examples of attachments are scans of permits, handwritten maps or notes.

Add a new file

Choose File No file chosen

Upload

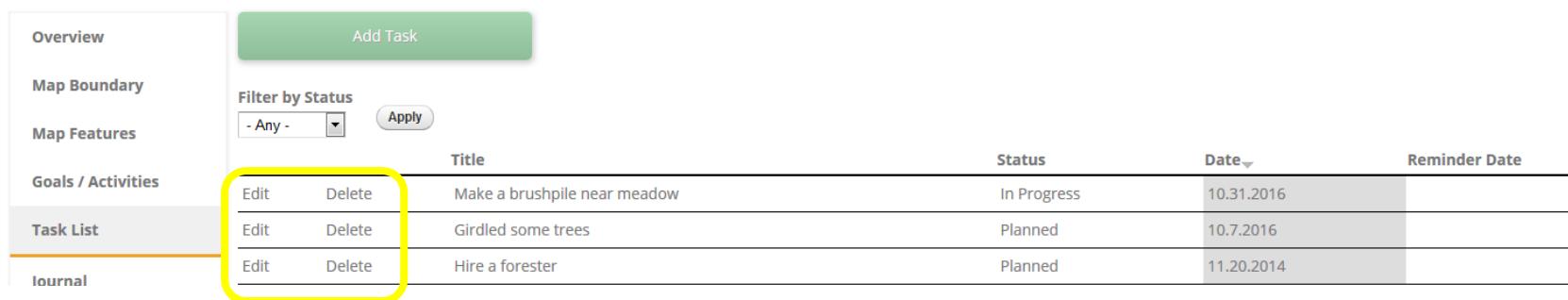
FILES MUST BE LESS THAN 5 MB.

Allowed file types: pdf jpg png bmp txt doc docx xls xlsx zip.

Save this task

Update Your Tasks

You can also edit or updated any Task you have already developed. Click Edit for your task.



The screenshot shows a user interface for managing tasks. On the left, there's a sidebar with links: Overview, Map Boundary, Map Features, Goals / Activities, Task List (which is selected and highlighted with an orange border), and Journal. At the top right, there's a green 'Add Task' button. Below it is a 'Filter by Status' dropdown set to '- Any -' with an 'Apply' button. The main area displays a table with columns: Title, Status, Date, and Reminder Date. There are three rows of tasks:

Title	Status	Date	Reminder Date
Make a brushpile near meadow	In Progress	10.31.2016	
Girdled some trees	Planned	10.7.2016	
Hire a forester	Planned	11.20.2014	

The 'Edit' and 'Delete' buttons for each task row are highlighted with a yellow box.

Then update the relevant information. You might consider updating the Status of your Task, the Planned completion date, add details and notes (perhaps how the planning is going or if you've started, how the work is going, or if you are done, record any relevant notes about what you accomplished). You can add some images, especially some nice shots after the Task is completed and attach any relevant Task documents.