



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.

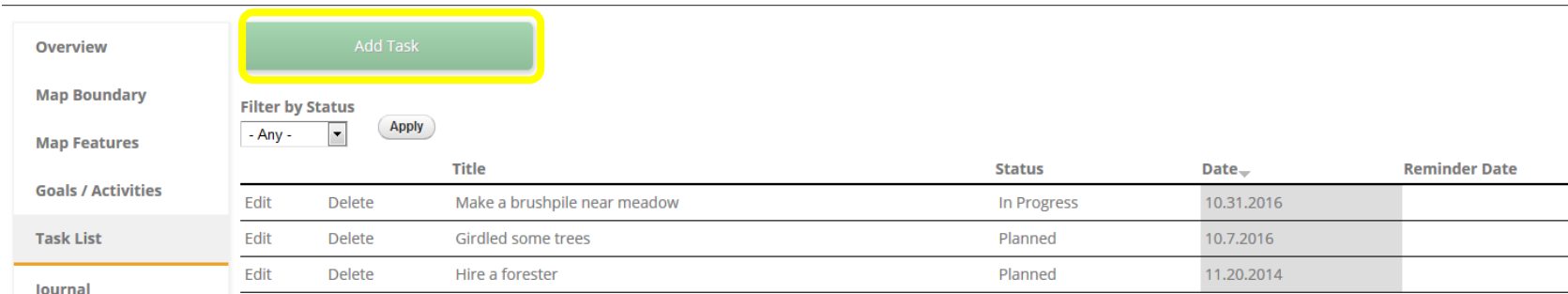
The screenshot shows a property overview page for 'HASTINGS HILL' in Asheville, NC. The property has an approximate acreage of 162.35, 11 goals, and 6 activities. A yellow box highlights the text 'Upcoming Tasks: 2 | Overdue Tasks: 1'. Below this, there is a 'Delete this property' link. To the right, a navigation menu includes buttons for 'overview', 'Map', 'Tasks', 'Goals/Activities', and 'Journal'. The 'Tasks' button is highlighted with a yellow box.

HASTINGS HILL
Asheville, NC
Approximate Acreage: 162.35
Goals: 11 | Activities: 6
Upcoming Tasks: 2 | Overdue Tasks: 1
[Delete this property](#)

overview
Map
Tasks
Goals/Activities
Journal

Next Step, Set Up Your Task

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

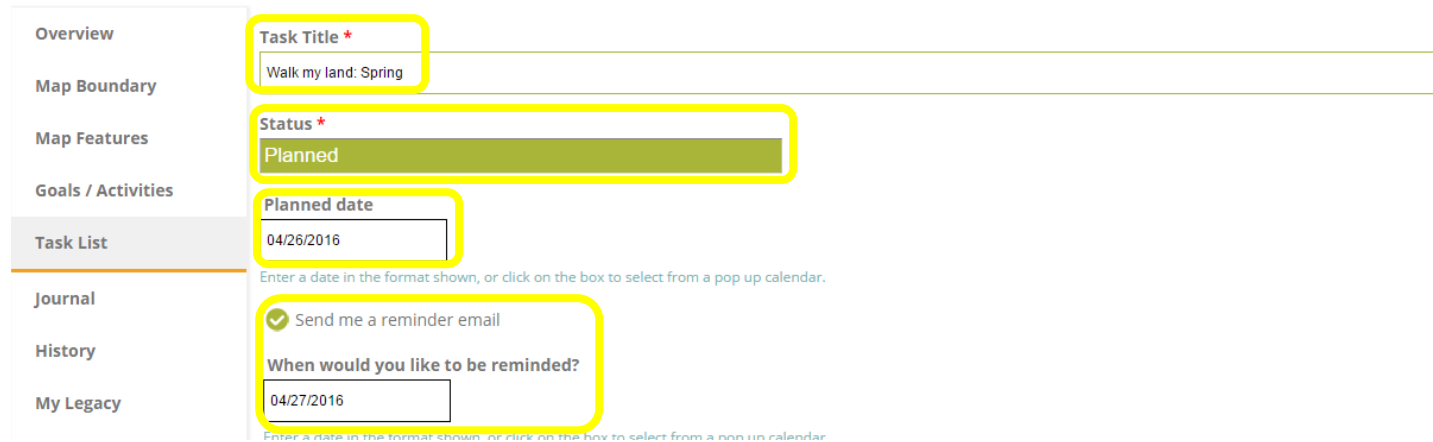


The screenshot shows a sidebar on the left with the following menu items: Overview, Map Boundary, Map Features, Goals / Activities, Task List (highlighted), and Journal. A green 'Add Task' button is highlighted with a yellow box. Below the sidebar, there is a 'Filter by Status' section with a dropdown menu set to '- Any -' and an 'Apply' button. A table displays the following tasks:

		Title	Status	Date	Reminder Date
Edit	Delete	Make a brushpile near meadow	In Progress	10.31.2016	
Edit	Delete	Girdled some trees	Planned	10.7.2016	
Edit	Delete	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 the 'Add Task' form with the following fields highlighted in yellow:

- Task Title ***: Walk my land: Spring
- Status ***: Planned
- Planned date**: 04/26/2016
- Send me a reminder email
- When would you like to be reminded?**: 04/27/2016

Below the 'Planned date' and 'When would you like to be reminded?' fields, there is a small text instruction: "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

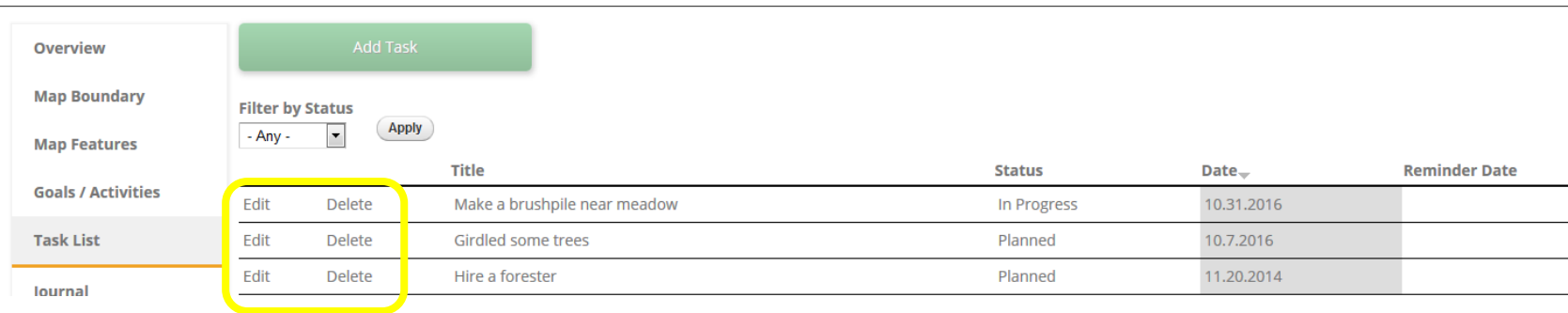
Choose File No file chosen Upload

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 task management interface. On the left is a sidebar with navigation options: Overview, Map Boundary, Map Features, Goals / Activities, Task List (highlighted), and Journal. The main area contains a green 'Add Task' button, a 'Filter by Status' dropdown menu set to '- Any -', and an 'Apply' button. Below this is a table with the following data:

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

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.