

# New Task Prompt

This view will pop up every time you go to create a task. Everything can be changed after the task is created, so don't worry! Nothing is permanent. Also, the only thing that is REQUIRED is the title of the task. The rest of it can be filled in later if necessary.

You will also see this screen every time you to to edit a task, so if it looks familiar, that's because it is!

## Setting Expectations

The description should answer three questions. And it's OK to steal this template and format the descriptions of your task exactly like this!!!

- **WHY:**
  - The initial rationale or reason for a task to be done
- **DONE:**
  - This should describe the desired outcome.
- **HOW:**
  - A high-level outline of what it might take to get there.

---

Revision #5

Created 3 December 2020 05:30:52 by andrewcz

Updated 2 April 2021 03:10:36 by andrewcz