

# Task Views

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You'll have different ways to access your tasks, and the way you view them is entirely personal preference. Maybe you want to use the board on your computer, but the list on your mobile device. The choice is yours! You can switch back and forth between them anytime, and [choose a default view in your account settings](#).

**When you navigate to Tasks, you should immediately notice the three tabs in the upper left - List, Board, and Calendar.** These provide three options for you to view your tasks in different ways.

- The **List View** shows an itemized grid. It is able to be sorted by the different column headers, allowing you to order these tasks by priority, due date, assignee, status, name, or the resource the tasks are assigned to.
- The **Board View** displays a series of status columns that track the progress of your task. You can move the task card across the board into different columns to transition it's status. This view provides a quick at-a-glance view of the progress of your tasks. You can [customize the columns/statuses in your account settings](#) as well.
- The **Calendar View** acts as a schedule for your tasks. You'll see when tasks are due, and when you are scheduled to work on them.

The screenshot shows the Farmbrite interface with the 'Tasks' section selected in the left sidebar. The main content area displays a table of tasks in the 'List' view. The table has columns for Task, Associated To, Due, Priority, Status, and Assignee. A search bar and 'Add Task' button are visible at the top of the task list.

Task	Associated To	Due	Priority	Status	Assignee
Harvest these stalky stalks - Asparagus, Green Stalks Harvest these stalky stalks	Asparagus, Green Stalks <small>Crop</small>			To Do This Month	Flanders
need to change the oil - Roxor Mahindra Side by Side/ UTV need to change the oil	Roxor Mahindra Side by Side/ UTV <small>Equipment</small>				
Move Cow 03 to Grazing Field B <small>Location Tagged</small>	Cow 3 [CFL5011] <small>Animal</small>		High	AM Tasks	Chris
Tractor Maintenance <small>📄</small> Check off each item as you complete it. Use this video for instructions. Come see me with a... <small>Location Tagged</small>	John Deere 5070E John Deere Tractor <small>Equipment</small>	Aug. 01, 2023	Medium	To Do	
Start seeds for Lemon Mint from Northwest Field B location	Lemon Mint <small>Planting</small>	Aug. 01, 2023			Unassigned
Retreat Alternative Therapy	Cow 07 <small>Animal</small>	Aug. 19, 2023		Backlog	Unassigned
Retreat Fertilize	Asparagus, Green Stalks <small>Crop</small>	Sep. 05, 2023		Backlog	Unassigned
Plant Broccoli in Northwest Field B location		Sep. 20, 2023		To Do	Unassigned
Harvest Broccoli from Northwest Field B location	Northwest Field B <small>Grow Location</small>	Oct. 02, 2023		Backlog	Unassigned