

Tasks Manual

Last Modified on Friday, 09-Jan-2026 10:00:45 GMT

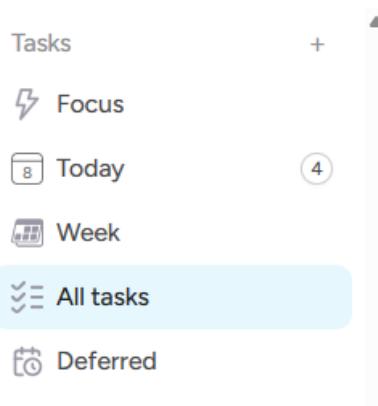
For ADHD minds fuelled by interest, not busywork.

Getting Started

Tasks is an ADHD-focused productivity app that helps you manage tasks, stay focused, and integrate with your calendar—all offline.

Go to tasks.everway.com and click "Start using – instantly" to begin without signing in.

Finding your Tasks

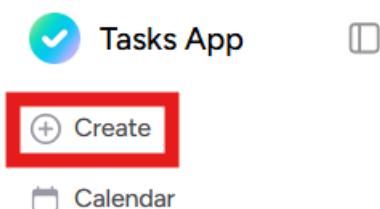


You can easily focus on one Task, or pull back and review all your Tasks. Use the left-hand menu.

- Click All Tasks to see every Task you have.
- Click Week to see any Tasks that are due this week, and the day they are due.
- Click Today to see any Tasks that you are working on today.
- Click Focus to select a single Task that you are working on right now.
- It can be stressful managing lots of Tasks, so you can defer a Task, which means it disappears until a later date. But you can find your deferred Tasks if you need to by clicking Deferred on the left.

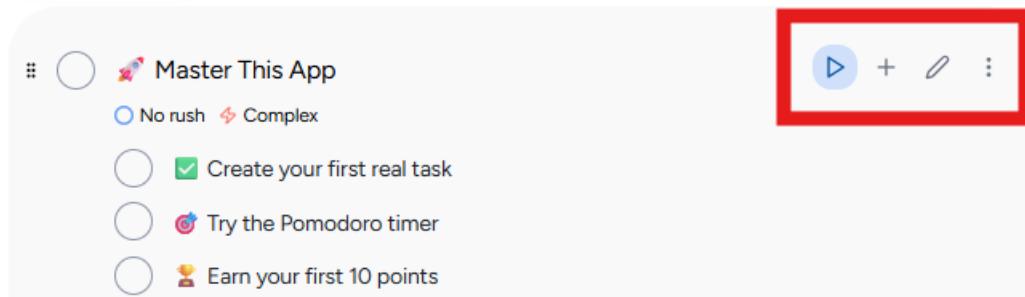
Creating and Editing Tasks

Click Create at the top-left to create a new Task at any time.



Go to Today, Week or All on the left and you can create a Task by clicking in a blank Task and typing. If you create it in Today, then it is automatically due today, and if you create it in Week then it is automatically due on that day of the week.

Hover over a Task with the mouse and you'll see lots of options appear to the right: click the pencil icon to edit a task.

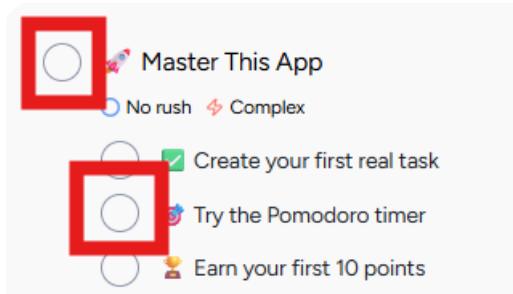


Subtasks

Tasks can have subtasks to help you break down work into smaller do-able chunks. Hover over a Task with the mouse and you'll see an option to add subtasks appear to the right: click the plus icon.

Completing, Deferring and Deleting Tasks

Just tick the box next to a Task to show it is done.



Tasks can be hidden so they are not stressing you out: hover over a Task with the mouse and you will see a three-dot option, select that, and you can Defer a Task. It will disappear until the later date you provide. You can always find it again in Deferred on the left.

You can also select Delete from the three-dot option and the Task will be removed entirely.

About a Task

The more you define a Task, the better Tasks can organise it for you:

- Interest says how much you want to do the Task.
- Effort and Estimated Time are guides to how long it will take.
- Priority and Due Date set when it needs to be done and how important it is.

You can see all of Interest, Effort and Priority as badges on Tasks when you look at Tasks in Today, Week, or All, so you can select one that you feel like you can do.

All Tasks

2/8 (25%)

All Tasks (8) Learning (1) Getting started (2) Completed Tasks (2)

Master This App

No rush Complex

Create your first real task

Try the Pomodoro timer

Earn your first 10 points

Connect your calendar (optional)

Explore ambient sounds

ADHD Productivity Starter Pack

Do soon Personal

Set medication reminder (if applicable)

Create morning routine checklist

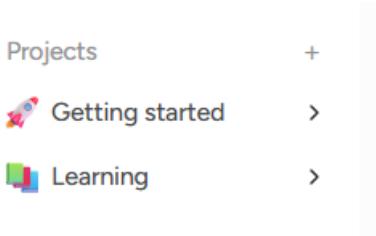
Break down one overwhelming task

Complete one 25-minute focus session

Plan tomorrow before bed

Projects

You can categorise Tasks into larger Projects to help you keep track of them. Choose from your Projects on the left, and you'll see Tasks in that Project. Edit a Task and you'll find you can set the Tasks project.



Focus

It's easy to get lost in a Task and not take a break, or to have your attention wander.

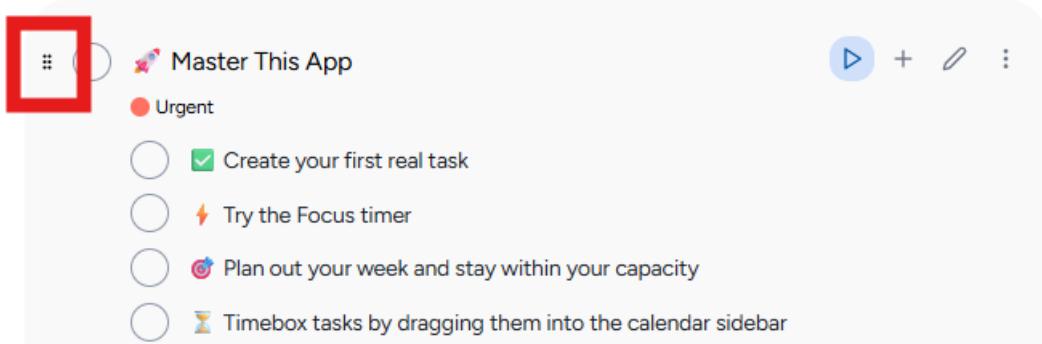
Select one Task to focus on doing by hovering over it with the mouse and clicking the Focus option, or click on Focus on the left and select a Task.

You can then activate a timer or some ambient sounds to help you stay on track to get it done, but be reminded to take breaks.

The Focus time and break time can be changed in Settings: it's not related to the Task time, but the time you can stay focused and how long you need to break.

Timeboxing / Calendar

When you hover over a Task you'll see a little drag handle appear. You can then drag a Task to the Calendar on the right to give it a time you will do it. You can make it longer and shorter and move it around in the Calendar.



If you sign into your Microsoft or Google Calendar, then this will appear in your calendar in Office or Gmail as a real event and sync up.

Settings

- Select English, Swedish, Norwegian, or Danish language.
- Turn on hourly capacity tracking, so Tasks keeps track of how much time you have committed.
- Change Focus time and break settings.
- Microsoft and Google calendar settings.
- Change notifications.

- Delete all your data.
