

## Cross-project task tracking

### Accessing the Status Shelf

You can access the status shelf by clicking on the Status toolbar button. Go ahead and do it now so you can look at it while we go over some things.

### Overview

Curio's Status shelf view packs a lot of information into a compact display.

### Projects Area

The top pane of the Status shelf shows your projects grouped in to the same categories that you created either in the Open Project Gallery described earlier or by using the Add New Category gear menu selection.

Under each project title in the top pane, you will see a count of a subset of your tasks in the project. The subset is defined as tasks that have a start date and you have not yet started or that have a due date and have you have not yet completed. When you start a task (by setting or completing it to a certain percent) or complete a task, it is not counted in this list. When no tasks are yet to be started or due on a project, Curio will indicate in the top pane by a statement that "No tasks to start or due". The count of tasks in the top pane is therefore different than what you will see in the bottom pane, where tasks can appear regardless of whether they have start or due dates and regardless of whether they have been started.

Finally, a color coded jewel to the left of the project title indicates the status of each project. Red indicates tasks are late to begin or are overdue, magenta indicates a task is starting or due today, purple indicates a task is starting tomorrow, brown indicates a task is starting or is due within a week, blue indicates a task is starting or is due within a month and green indicates either no tasks or a task is starting or is due beyond a month.

### Tasks Area

At the bottom you'll find all the tasks due in either the current project or a category of projects. These tasks can be grouped by start/due dates, priority, rating, or even a tag set such as flag or GTD state. Each task is displayed with a color-coded status jewel and a checkmark indicating its current completion date.

Note that a task, as currently defined, is a figure with either (a) a checkbox, (b) a start or due date, or (c) an assigned tag. A tagged item is considered a task primarily for GTD or Kanban task tracking workflows.

### Toolbar Icon

The Status shelf icon displayed on the toolbar has a color-coded indicator dot as well showing the status of the current project. If green then all's well, but other colors would alert you so you can click the button to display the Status shelf and see what task needs your attention.

### Getting Things Done (GTD)

"Getting Things Done" is a popular method of task management in use today. Using the Meta Inspector discussed in the chapter titled "The Idea Space" and Curio's built-in GTD. tags, you can very easily implement the "Getting Things Done" methodology within your Curio projects.

For example, you may have several days of meeting notes spread over multiple idea spaces within a project. At each meeting, you made a list of action items and tagged them appropriately. Some you may have tagged as "active", others "nextAction", and still others "waitingOn".

Using the Search shelf view, you can easily find a list of all the items you tagged "active". But even better, you can use the Status shelf view and group your tasks by the GTD tag set. In a single list, you'll see all the items you tagged with GTD tags, broken down into each category appropriately. You'll instantly know what your current active items are, what your next actions are, and what items are on hold, waiting for input from an external source.

You can use Curio's tagging system, Search shelf, and Status shelf to implement a wide variety of task management methodologies.