

# Save a Custom Task Shortcut

Save a custom task shortcut for quick access to frequently used tasks.

**Who Can Do This:** Anyone can save their own custom task shortcuts.

To save a custom task shortcut:

**1 Go To Tasks List Page :**

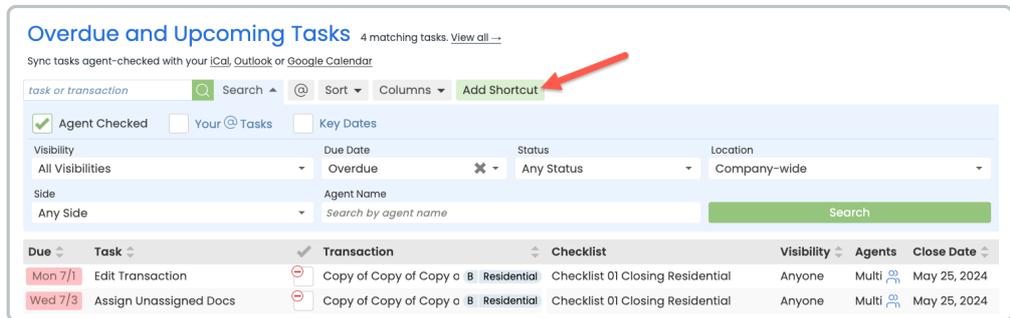
- Click [Tasks] from the top menu.

**2 Search & Filter Tasks:**

- Search and / or filter for the specific tasks you want to sync to your calendar app.  
[Learn more about Task Searching & Filtering →](#)

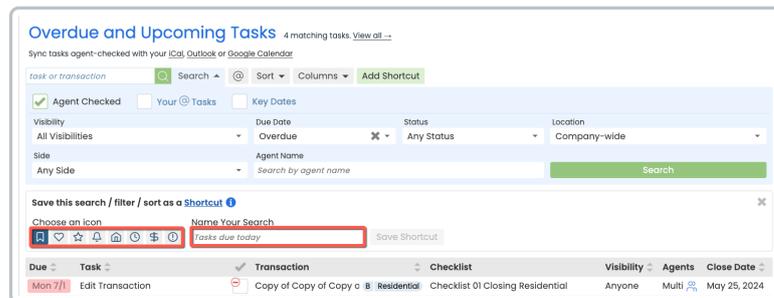
**3 Add Shortcut:**

- When your search results appear, click [Add Shortcut] near the top of the page.



**4 Set Up Shortcut:**

- Choose an icon to represent the task sort and / or search.
- Name the shortcut.



**5 Save Shortcut:**

- Click [Save Search].
  - Your custom shortcut will appear on the left menu in the My Shortcuts section.