Todo Lists in TaskWarrior

Taskwarrior is a powerful command-line todo list manager which can be installed from SlackBuilds.org. Please note that it depends on Lua.

Managing Your Todo List

You can use TaskWarrior in 2 ways:

1. By invoking the `Task Shell` and issuing `TW` commands:

```
% task shell
task 2.1.1 shell

Enter any task command (such as 'list'), or hit 'Enter'.
There is no need to include the 'task' command itself.
Enter 'quit' (or 'bye', 'exit') to end the session.

task>
```

2. By typing `TW` commands directly from a system shell (eg. Bash) preceded with the `task` command. This is the approach we are going to take in this tutorial. In order to limit the amount of typing we could create a shell alias. If you use Bash, please edit (or create) the following file `${HOME}/.bashrc`:

/${HOME}/.bashrc

```
alias t=task
```

In this HOWTO we are going to use the full `task` command.

Adding Tasks

```
% task add Email Bob
Created task 1.
% task add priority:H Book a ticket
Created task 2.
```

We have just created 2 tasks with the second one being of high priority.

Adding Due Dates

```
% task 1 modify due:09/09/2012
```

```
% task 4 modify due:today
% task 5 modify due:3days
```

Displaying Tasks

```
% task

ID Project Pri Due        A Age Urgency Description
 2         H                            Book a ticket
 1             09/09/2012               Email Bob

2 tasks
```

Please note that because of high priority, task 2 is at the top of the list. There are a few ways you can list your tasks: * task * task minimal * task ls * task list * task long

Each method differs in terms of the amount of displayed information.

Starting a Task

```
% task 1 start
```

Marking Tasks as Done

```
% task 2 done
Completed task 2 'Book a ticket'.
Completed 1 task.
% task ls

ID Project Pri Description
 1             Email Bob

1 task
```

Deleting Tasks

```
% task 1 delete
```

Alternatively, you can undo the task you've just created:

```
% task undo
```

Duplicating Tasks

We have got the following task:

```
ID Project Pri Due A Age Urgency Description
 4         H          3s       6 Phone Lennart about the code
```

You can duplicate the task with some modifications

```
% task 4 duplicate /Lennart/Linus/
```

```
ID Project Pri Due A Age Urgency Description
 4         H          1m       6 Phone Lennart about the code
 5         H          7s       6 Phone Linus about the code
```

Modifying Tasks

You have just realised that one of your tasks contains a spelling mistake:

```
ID Project Pri Due A Age Urgency Description
...
 6                  16s       0 Install Slakware on the lappy
```

We can modify an existing task:

```
% task 6 modify /Slakware/Slackware/g
```

```
ID Project Pri Due A Age Urgency Description
 4         H         14m       6 Phone Lennart about the code
 5         H         14m       6 Phone Linus about the code
 1                   43m       0 Email Bob
 2                   33m       0 Install Opera
 3                   31m       0 Upgrade Angband
 6                   12m       0 Install Slackware on the lappy
 7                    6m       0 Create a SlackBuild for my new program
 8                    4m       0 Buy a present for Billy
 9                    4m       0 Test my SlackBuilds on Slackware 14
10                    2m       0 Feed the dog
11                    2m       0 Change my email address on SlackBuilds.org
12                   28s       0 Tax Return
13                    1s       0 Upgrade SlackBuilds
```

```
% task 1-6 modify project:misc
% task 7,9,11,13 modify project:SB
% task 8,10 modify project:home
```

```
ID Project Pri Due A Age Urgency Description
13 SB      H         13m       7 Upgrade SlackBuilds
10 home    H         16m       7 Feed the dog
 4 misc    H         28m       7 Phone Lennart about the code
 5 misc    H         28m       7 Phone Linus about the code
```

```
12         H         14m       6 Tax Return
 9 SB      M         18m     4.9 Test my SlackBuilds on Slackware 14
11 SB      M         16m     4.9 Change my email address on SlackBuilds.org
 8 home    M         18m     4.9 Buy a present for Billy
 1 misc    M         57m     4.9 Email Bob
 6 misc    M         26m     4.9 Install Slackware on the lappy
 7 SB      L         20m     2.8 Create a SlackBuild for my new program
 2 misc    L         47m     2.8 Install Opera
 3 misc    L         44m     2.8 Upgrade Angband

13 tasks
```

You can display a breakdown of your projects:

```
% task projects

Project Tasks Pri:None Pri:L Pri:M Pri:H
(none)      1        0     0     0     1
SB          4        0     1     2     1
home        2        0     0     1     1
misc        6        0     2     2     2

3 projects (13 tasks)
```

Adding / Removing Tags

You can add tags by:

```
% task 3,5,7-10 modify +work
```

You can remove tags by:

```
% task 7 modify -work
```

Please note that tags are only displayed when you list your tasks with the `long` option.

Selective Display of Tasks

Display your tasks by priority:

```
% task priority:H
[task next priority:H]

ID Project Pri Due A Age Urgency Description
13 SB      H         15m       7 Upgrade SlackBuilds
10 home    H         18m       7 Feed the dog
```

```
 4 misc    H         30m       7 Phone Lennart about the code
 5 misc    H         30m       7 Phone Linus about the code
12         H         16m       6 Tax Return

5 tasks
```

Display your tasks by project:

```
% task project:SB
[task next project:SB]

ID Project Pri Due A Age Urgency Description
13 SB      H         16m       7 Upgrade SlackBuilds
 9 SB      M         20m     4.9 Test my SlackBuilds on Slackware 14
11 SB      M         18m     4.9 Change my email address on SlackBuilds.org
 7 SB      L         22m     2.8 Create a SlackBuild for my new program

4 tasks
```

Display your tasks by tag:

```
% task +work
```

Adding annotations

You can annotate a task:

```
% task 9 annotate i3 builds fine
```

```
ID Project Pri Due A Age Urgency Description
...
 9 SB      M          1h     5.8 Test my SlackBuilds on Slackware 14
                                  9/1/2012 yajl works fine
                                  9/3/2012 i3 builds fine
...
```

Displaying Statistics

```
% task stats
```

Colours in TaskWarrior

You can enable one of the colour themes in `~/.taskrc` by uncommenting one of the lines:

/${HOME}/.taskrc

```
# Color theme (uncomment one to use)
#include /usr/share/doc/task/rc/light-16.theme
#include /usr/share/doc/task/rc/light-256.theme
#include /usr/share/doc/task/rc/dark-16.theme
#include /usr/share/doc/task/rc/dark-256.theme
#include /usr/share/doc/task/rc/dark-red-256.theme
include /usr/share/doc/task/rc/dark-green-256.theme
#include /usr/share/doc/task/rc/dark-blue-256.theme
#include /usr/share/doc/task/rc/dark-violets-256.theme
#include /usr/share/doc/task/rc/dark-yellow-green.theme
#include /usr/share/doc/task/rc/dark-gray-256.theme
```

The `dark-green-256` theme looks as follows:

You can display current colours (variables + colour values) with:

```
% task color legend
```

Colour themes can be easily customised by editing theme files. All the theme files are located in `/usr/share/doc/task/rc/`.

Displaying a Calendar

All the tasks that have a due date assigned will be marked on the calendar. Additionally you can enable the display of holidays by specifying a country in `~/.taskrc`:

/${HOME}/.taskrc

```
include /usr/local/share/doc/task/rc/holidays-GB.rc
```

The `/usr/share/doc/task/rc/` directory contains holidays for other countries as well.

TaskWarrior Integration

TaskWarrior is a very flexible and powerful tool. What makes it even more useful is the possibility of integrating it into your working environment.

TaskWarrior and i3

1. You issue TaskWarrior commands from `dmenu`. Simply press Alt+D and start typing a `TW` command, eg:

```
task add priority:H due:2days Mom's birthday
```

2. Assign basic keybindings.

display_tasks.sh

```
#!/bin/sh
task ls
read -p "Press Enter to close the window."
```

`~/.i3/config`:

${HOME}/.i3/config

```
...
for_window [title="taskwin"] floating enable
bindsym $ms+t exec urxvt -title taskwin -e sh
~/.i3/path/to/display_tasks.sh
bindsym $ms+Shift+D exec task $(task ls | awk 'NR==4  { print $1 }')
done
...
```

This will enable the floating mode for any window entitled `taskwin`. The Win+T combination will display the list of your tasks in a floating mode in the middle of the screen. The Win+Shift+D keybinding will mark your top task as completed (Please see configuring i3 modifier keys).

3. Displaying the top task in `i3status`.

Sources

- Originally written by Marcin Herda

howtos, software, taskwarrior, todo, gtd, author sycamorex

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