Pop up Reminders with Task Scheduler

- Use any word processor to create a document with the details about the reminder ans save some where in your folders that you know where it is.
- Open a Run box (WinKey + R), enter control schedtasks and press the Enter key. This will open the task scheduler.
- Select Action > Create Basic Task... which will open the Create Basic Task wizard to Create a Basic Task page as shown below.

	Create Basic Task Wizard	AL C.F. D.A.	×	
Enter Name for the Task ————	Create a Basic Task	Use this wizard to quickly schedule a common task. For more advanced options or settings such as multiple task actions or triggers, use the Create Task command in the Actions pane.		
	Action Finish	Name: Description:	Reminder1	
Click Next ————			Next 2 Cancel	

• Enter a name for the Task and press Next to go to the next page – Trigger page as shown below.

	Create Basic Task Wizard		×
	🔟 Task Trigger		
Select One time	Create a Basic Task	When do you want the task to start?	
	Trigger	O Daily	
	Action	○ Weekly	
	Finish	O Monthly	
		► ● One time	
		<ul> <li>When the computer starts</li> </ul>	
		O When I log on	
		O When a specific event is logged	
Select Next			
			< Back Next > Cancel

- On the Trigger page select One time and click Next to go to the next page One Time page.
- On the One Time page set the date and time task is to run which is the time you want the document to open to remind you (ahead of the actual time of the appointment) as shown below.
   Press Next to go to the next page Action page. Note the popup calendar to set the date and the time is easily adjusted by clicking hours, minutes, seconds, AM/PM separately.

	Create Basic Task Wizard		×
Enter Date and time to open the document —	One Time		
	Create a Basic Task		
	Trigger	Start: 9/25/24 🖙 8:00:29 AM 🗧 🗆	Synchronize across time zones
	One Time		
	Action		
	Finish		
Press Next			
			< Back Next > Cancel

 On the Action page select Start a program as shown below and press Next to go to the Start a Program page.

	Create Basic Task Wizard				×
	Dection				
Select					
Start a program ——	Create a Basic Task Trigger	What action do you want the task to perform?			
	Action Finish	<ul> <li>Start a program</li> <li>Send an e-mail (deprecated)</li> </ul>			
		O Display a message (deprecated)			
Press Next —					
			< Back	Next >	Cancel

• On the Start a Program page click the Browse button and go to where you stored that reminder document as shown below. Press Next to go to the last page to the Summary page.

Click Browse To select location of	Create Basic Task Wizard			×
Document to open —	Create a Basic Task Trigger	Program/script:		
	One Time Action Start a Program Finish	D:\Documents\Reminder1.docx		Browse
		Add arguments (optional): Start in (optional):		
Press Next				
			< Back Next >	Cancel

- Review all your setting on this last Summary page. If all is OK click the Finish button to create the task and close the wizard.
- Your new Task will be listed among the Tasks in Task Scheduler. Close the Task Scheduler.
- At the set date and time the task will run and the document will open and be the active window until you click otherwise. If you are not at the PC when the document opens it will be there open and waiting when you return.

## Additional tips:

- After the reminder has ran, you can reuse the same task by editing the reminder info in the document (keep the same name and location) and editing only the One Time to run the task in Task Scheduler. Highlight the Task listed in Task Scheduler, select Properties from the right pane, Select the Trigger tab, select the edit button.
- If you open Task Scheduler often, then create a shortcut to it. In the Create a Shortcut wizard enter C:\Windows\System32\control.exe schedtasks (assuming Windows is installed on the C: drive) as the location for this shortcut.
- You can have anything open and not just documents. I have a GIF (motion graphic) of a bomb going off as part of the reminder to clean the dust out of my PCs. Nothing like a motion graphic to get your attention.