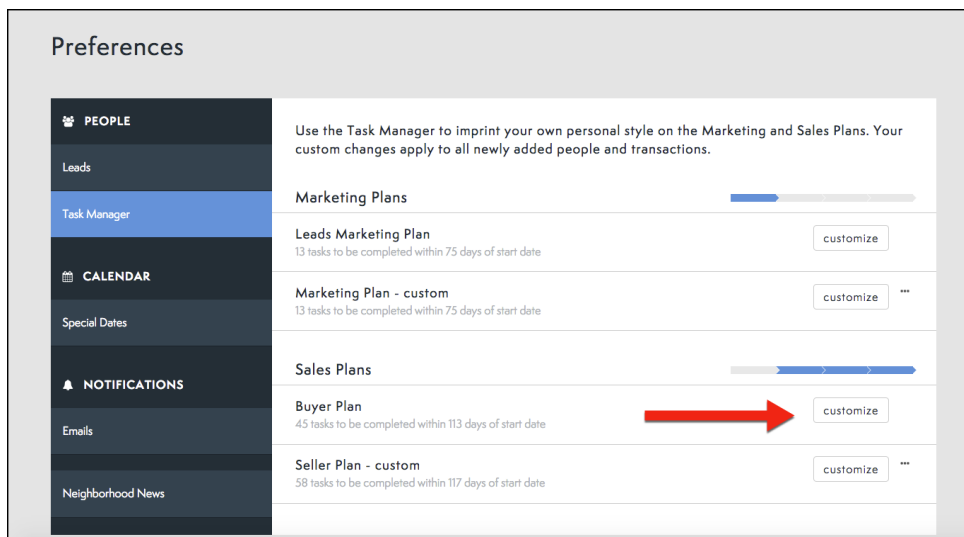# Task Manager Edit

Once you have created a task list or if this is the first time using the task manager you may want to edit one of your task lists. Follow the directions below to edit a task list!

Task Manager Edit

1. From the preferences menu find the task list you would like to edit.
2. Select the **Customize** button (see below).

3. Select which part of the plan you would like to edit.
   a. NOTE: This only applies to Buyer or Seller Plans.
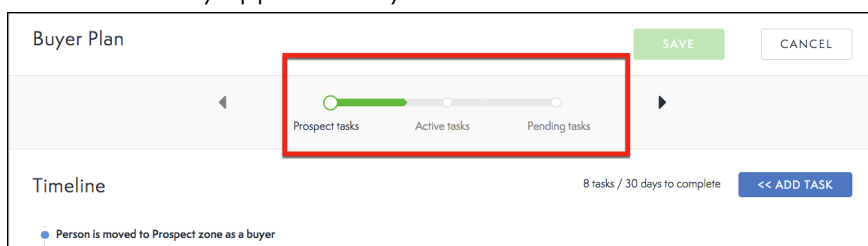
4. Select which task you would like to edit.
   a. NOTE: The due dates begin counting the moment you move your person to each section of the sales flow. (I.e. when I move Jillian to the Prospects part of the sales flow, the task "Schedule a meet and greet" will be due 7 days later).
5. Select the arrow next to the date.
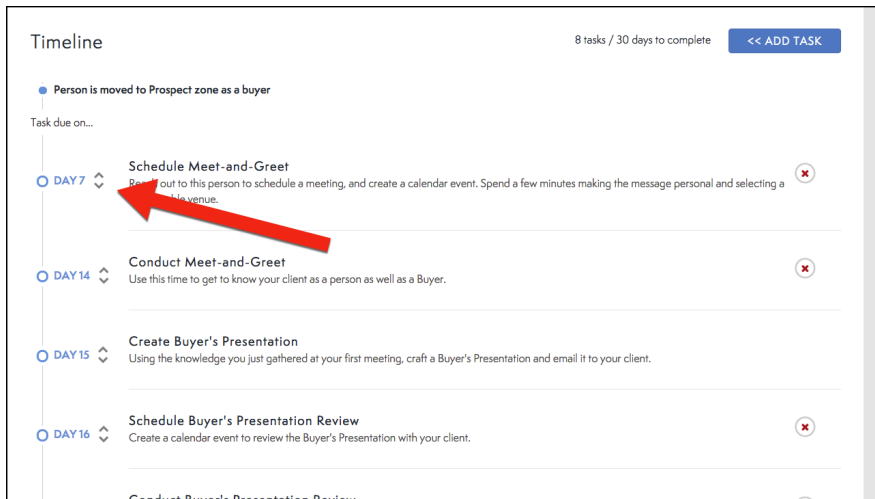
6. Select the amount of days you would like to this task to take.
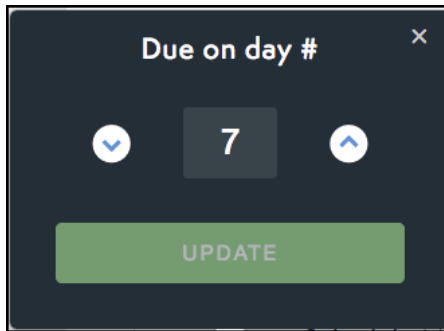
7. You can also delete a task by using the red "X" on the right of the tasks.