KNOWLEDGE BASE ARTICLE

My Tasks: Due Date Column, Overdue Highlighting and Quick Filters



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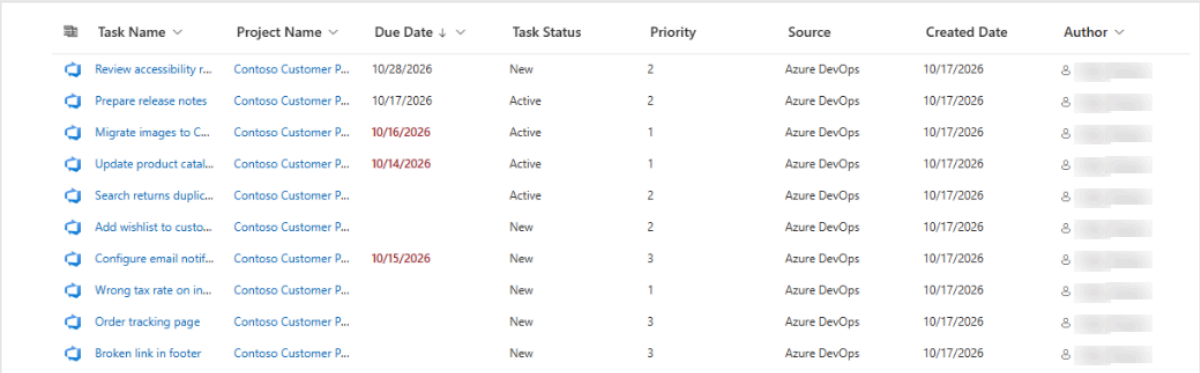
Overview

The **Due Date** column and the **Due Date** menu in the command bar help you see what is late and what is coming next. Overdue dates are shown in red, and the quick filters narrow the **list** to overdue tasks, tasks due today or tasks due in the next seven days. This article describes the exact rules, so you know what you see, and explains where the due date of each task comes from.

The Due Date column

The **Due Date** column shows the date by which a task should be finished. The date is displayed in the date format of your browser. If a task has no due date, the cell is empty.

A date is shown **in red** when it is earlier than today. A task that is due today is not red: it becomes red from the next day, when the date is in the past. The comparison is made with the start of the current day in the time zone of your computer.



Task Name	Project Name	Due Date	Task Status	Priority	Source	Created Date	Author
Review accessibility r...	Contoso Customer P...	10/28/2026	New	2	Azure DevOps	10/17/2026	
Prepare release notes	Contoso Customer P...	10/17/2026	Active	2	Azure DevOps	10/17/2026	
Migrate images to C...	Contoso Customer P...	10/16/2026	Active	1	Azure DevOps	10/17/2026	
Update product catal...	Contoso Customer P...	10/14/2026	Active	1	Azure DevOps	10/17/2026	
Search returns duplic...	Contoso Customer P...		Active	2	Azure DevOps	10/17/2026	
Add wishlist to custo...	Contoso Customer P...		New	2	Azure DevOps	10/17/2026	
Configure email notif...	Contoso Customer P...	10/15/2026	New	3	Azure DevOps	10/17/2026	
Wrong tax rate on in...	Contoso Customer P...		New	1	Azure DevOps	10/17/2026	
Order tracking page	Contoso Customer P...		New	3	Azure DevOps	10/17/2026	
Broken link in footer	Contoso Customer P...		New	3	Azure DevOps	10/17/2026	

Overdue due dates are shown in red

The administrator can hide the column or change its position; it is shown by default. See KB10294. My Tasks: Choosing and Arranging Columns.

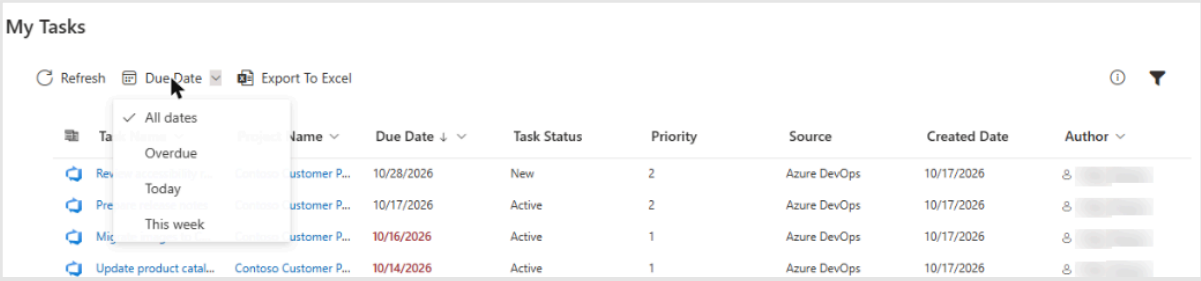
The Due Date menu

The **Due Date** menu in the command bar is a quick filter. It has four choices, and one of them is always selected:

Choice	Tasks that are shown
All dates	All tasks, with and without a due date. This is the default.
Overdue	Tasks whose due date is earlier than the start of today

Choice	Tasks that are shown
Today	Tasks whose due date falls on today, from 00:00 until the end of the day
This week	Tasks whose due date falls in the seven calendar days starting with today

Please note how **This week** works. It is not the calendar week from Monday to Sunday. It covers seven calendar days starting with today, so on a Wednesday it ends on the following Tuesday. Tasks that are already overdue are not included in it; use **Overdue** for them.



The Due Date quick filter menu

To use the quick filter, open the menu and choose an item. The list is updated at once and goes back to the first page. To see all tasks again, choose **All dates**.

How the quick filter works with other filters

The **Due Date** menu works together with the filter panel. A task is shown only if it satisfies both: the chosen due date range **and** the values ticked in the filter panel. For example, **Overdue** together with **Source** = Planner shows only overdue Planner tasks. Learn about the panel in KB10293. My Tasks: Filtering, Sorting and Personal View Settings.

The quick filter also affects **Export To Excel**: the file contains only the tasks that match the chosen range. Your last choice is remembered in your browser for the next visit.

Tasks without a due date

Many tasks have no due date, for example flagged e-mails without a reminder date or work items in a process that does not use due dates. Such tasks:

- have an empty cell in the **Due Date** column and are never red;
- are shown when **All dates** is selected;

- are **not** shown when **Overdue**, **Today** or **This week** is selected, because the **web part** cannot tell when they are due.

Sorting by due date

To sort the list by due date, click the **Due Date** column header and choose **Sort A to Z** (earliest dates first) or **Sort Z to A** (latest dates first). The sorting is applied to all the loaded tasks, not only to the current page, and is remembered in your browser.

The administrator can also set **Due Date** as the default sorting in the web part settings, in the group **Sort by**. Your own choice on the page takes precedence over this default. See KB10293. My Tasks: Filtering, Sorting and Personal View Settings.

Where due dates come from

My Tasks does not store or calculate dates. It shows the date that the source provides:

Source	Due date comes from
Planner	The due date of the task in Planner
To Do	The due date of the task in Microsoft To Do
Outlook	The due date of the flagged e-mail, if the flag has one
SharePoint and Project	The **Due Date** column of the task list item
Azure DevOps	The field **Due Date** (Microsoft.VSTS.Scheduling.DueDate) of the work item, if your process template has it

If a date is wrong in My Tasks, correct it in the source application and click **Refresh**.

Note

In the **Task Details** panel the due date is shown only when the task has one. The date is displayed in your local format, so the same task can look different for people with different regional settings.

Warning

If a work item from Azure DevOps has no due date although you expect one, check that the field **Due Date** exists in the work item type of your process. If the field does not exist in the process, the web part simply shows work items without due dates.

Tip

To prepare for a meeting, choose **Overdue**, click **Export To Excel** and send the file to your manager; then choose **This week** and export again. For the export, see KB10296. How to Export My Tasks to Excel. For the other sources, see KB10290. My Tasks Data Sources: Planner, To Do, Outlook, SharePoint, Project Online and Azure DevOps.

Terms

Azure DevOps
Azure DevOps Services (formerly Visual Studio Team Services) is a cloud-based product that provides version control, requirements management, automated pipelines for builds and releases, and testing capabilities.

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.