# Viewing your tasks in InSite Creative Workflow

You can view the tasks assigned to you for an element or element revision, and then open the element in Smart Review to complete the task and set the status.

1. You can view your tasks in any of the following ways:

| To see these tasks | Do this |
| --- | --- |
| All tasks assigned to you for all projects, in the **My Tasks** view | On the navigation toolbar, click **My Tasks**. The due date appears in red when the task is overdue. The due date appears in orange when the task is due tomorrow. |
| All tasks assigned to you for a particular project, in the **Tasks** view | a. On the navigation toolbar, click **My Tasks**. b. In the **Project** column, click a project and then click **Tasks** to view the tasks in this project. c. In the **My Status** column, view the tasks assigned to you for which you have not set the status. |
| To view task element revision history | To view the task history for all revisions of an element, click the element, and from the **Task** menu, select **View Task Element Revisions**. A list of element revisions and the status of the associated tasks appears. |

**Note:** If you have a task that is overdue or due today, a red indicator with the total number of such tasks appears next to the **My Tasks** icon on the toolbar.

2. To open an element in Smart Review, double-click the element's thumbnail.