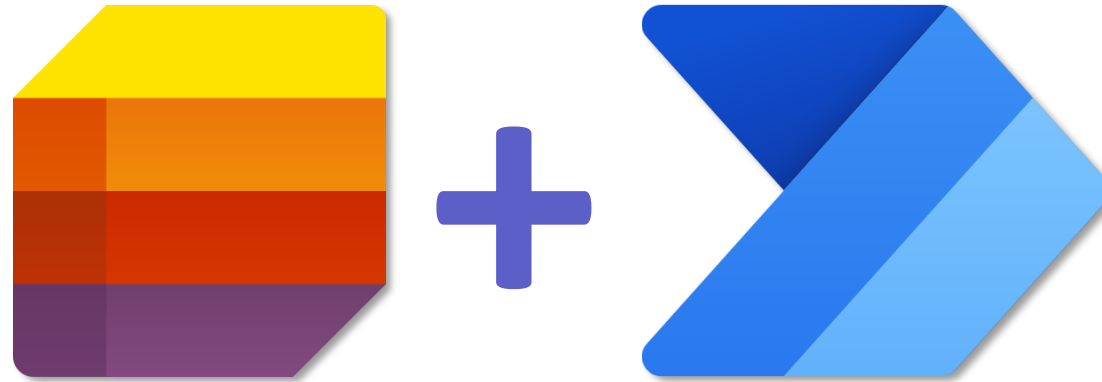


# Keep track of your activities with Microsoft Lists and Power Automate



Microsoft Lists is a smart tracking information app to better organize events, issues, assets, and more. **But...**



... is it possible to create a **custom** list:

- to automatically highlight, group and sort dates?
- flexible and easy to use?
- to track info about projects as well as operations?
- ready to be used in Microsoft Teams?
- to keep an eye on attachments?
- **further customizable?**

# The answer is YES!

The screenshot displays the Microsoft Teams interface, specifically the 'General' channel's 'Activity' tab. At the top, there is a search bar and navigation links for 'General', 'Posts', 'Files', 'Wiki', and 'Activity'. A 'Meet' button is visible in the top right corner. Below the navigation bar, there are buttons for '+ New' and 'Integrate'. The main content area shows a list of activities. The first activity is dated '01/06/2022' and has a count of '1'. It features a title 'Hello World! This is a new activity title!' and a body of placeholder text. Below the text is a toolbar with various icons, including a '+1' button, a 'Planned' badge, and icons for Word, Excel, PowerPoint, OneDrive, and SharePoint. Below this activity, there are five more activity entries, each with a date and a count in a circle: '14/04/2022' (1), '03/02/2022' (2), '01/02/2022' (1), '27/01/2022' (1), and '19/01/2022' (1).

Search

General Posts Files Wiki Activity +

+ New Integrate ...

My activities

01/06/2022 1

Hello World! This is a new activity title!

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

+1 Planned

W X P O S i

> 14/04/2022 1

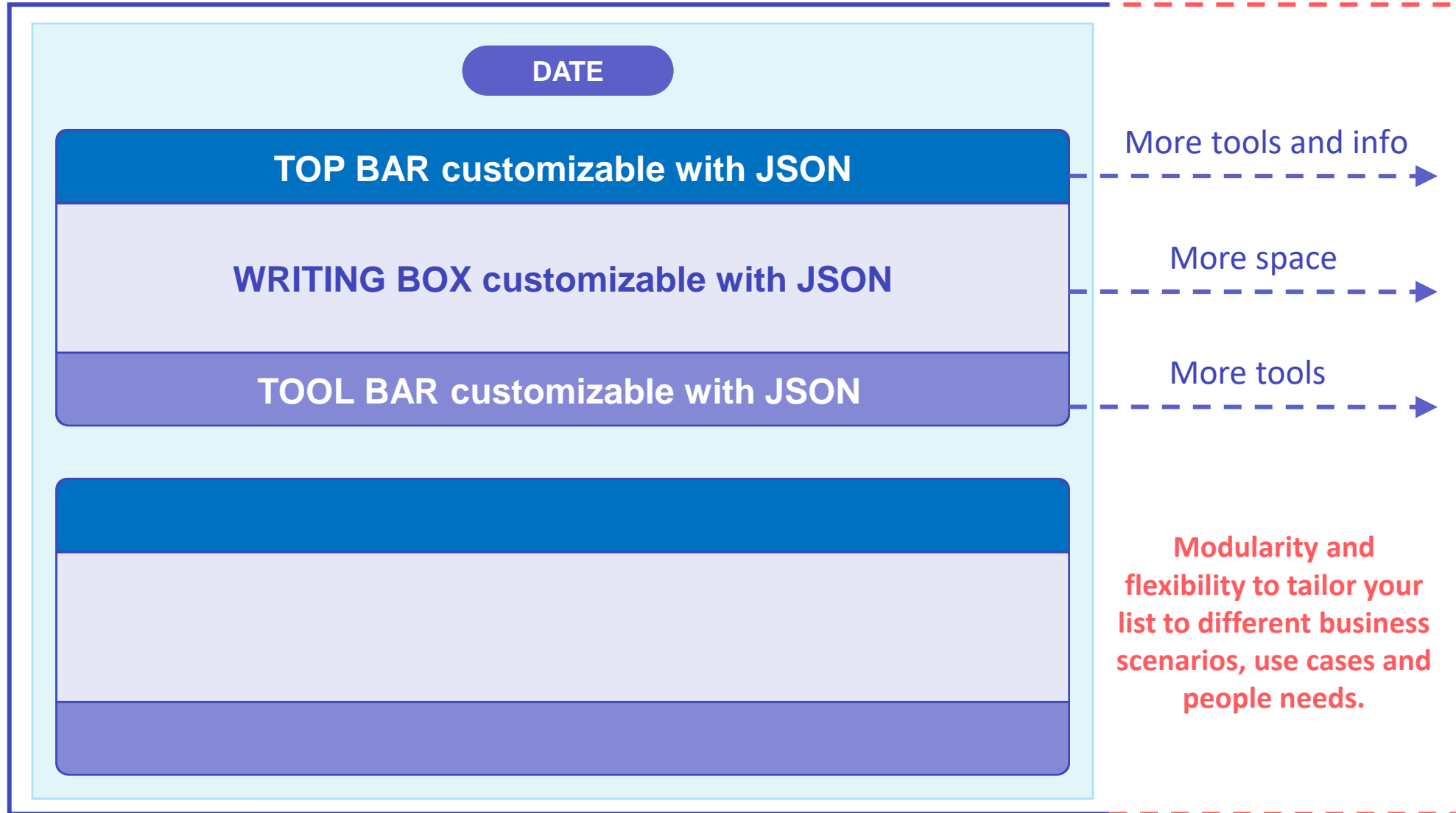
> 03/02/2022 2

> 01/02/2022 1

> 27/01/2022 1

> 19/01/2022 1

# Activity Tracking list overview



# Activity Tracking list breakdown

The screenshot displays the Activity Tracking interface with the following components and annotations:

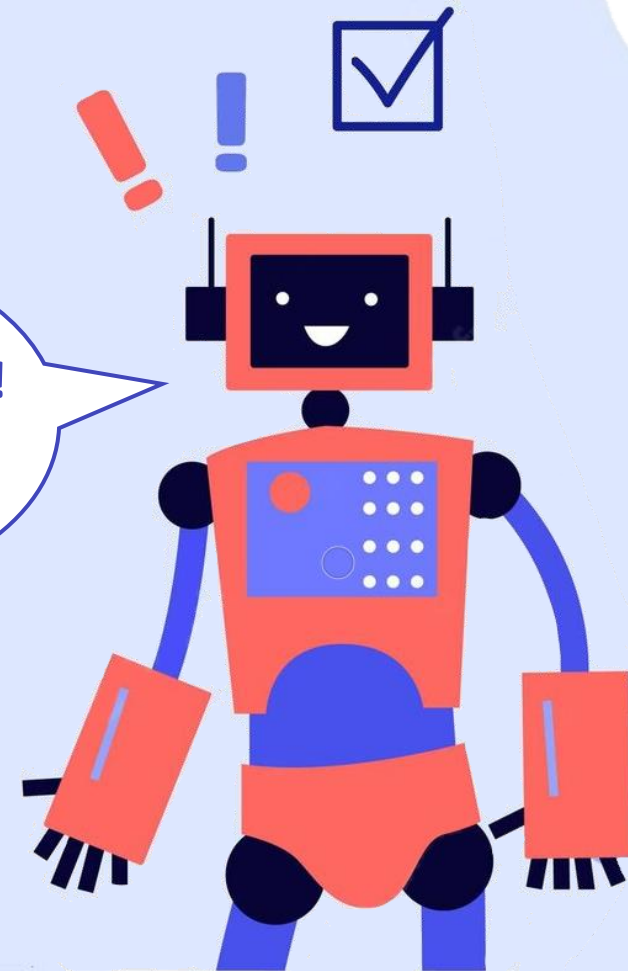
- Out of the box command bar:** Located at the top left, containing a '+ New' button, an 'Integrate' dropdown, and a menu icon.
- Activity title:** A text input field containing 'Hello World! This is a new activity title!'.
- Activities are grouped by date:** A date filter '01/06/2022' is shown in the center of the timeline.
- Total of activities grouped by date:** A circular badge with the number '1' is located on the right side of the timeline.
- Open the right side pane:** A button with a right-pointing arrow is located on the right side of the activity card.
- Writing box:** A text area containing placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.'
- People picker:** A section at the bottom left containing three circular profile icons and a '+1' button.
- Activity status:** A yellow button labeled 'Planned'.
- Add to favourites, share and delete record:** A row of three icons: a star, a share icon, and a trash can.
- Open your Office apps:** A row of five Office app icons: Word (W), Excel (X), PowerPoint (P), Outlook (O), and OneDrive (cloud).
- Check author and editor:** A button with an 'i' icon.
- Check version history:** A button with a circular arrow icon.

# Attachments in Microsoft Lists

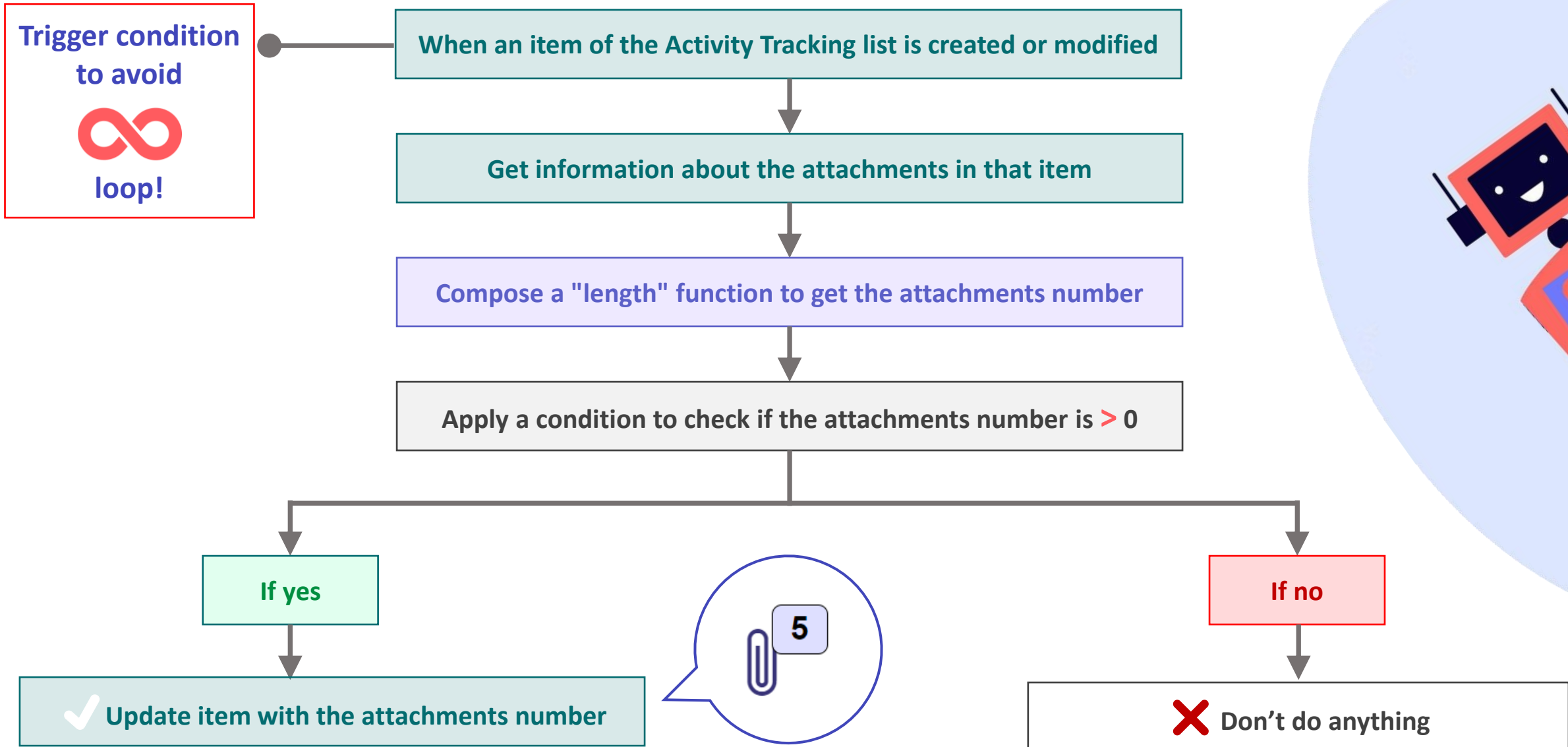


How to get  
the  
attachments  
number?

Use  
Power Automate!



# The Power Automate flow in a nutshell

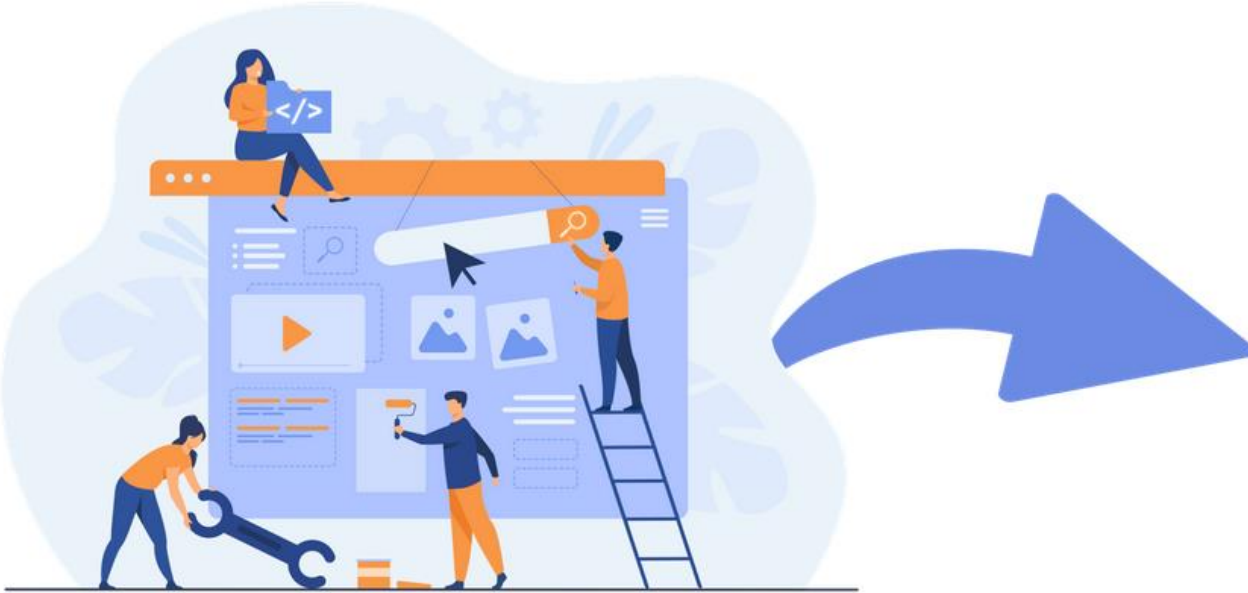


# Cool! But how can I create this list by myself?



## My GitHub Tutorial!

Select a tutorial from the right pane to learn more about Microsoft Lists JSON formatting!



And...

▼ Pages 10
Find a Page...
▶ Home
▶ Build a basic elearning platform with one List (not supported by Microsoft yet)
▶ Build your own SharePoint "Site Settings" UI with Microsoft Lists
▶ <b>Keep track of your activities with Microsoft Lists and Power Automate</b>
▶ Eisenhower Matrix
▶ Create a Microsoft Lists custom calendar
▶ Let's create a GANTT chart with Microsoft Lists
▶ SMART Goals



**Learn more about Microsoft Lists JSON formatting with...**



**Microsoft Docs**

**Thanks for  
watching!**

