Activities: Tasks, Events, and Calendars

Activities include tasks, events, and calendars. With Salesforce, track tasks and meetings together in lists and reports to easily prioritize your time and keep up with your accounts, campaigns, contacts, leads, and opportunities

* [**Tasks**](https://help.salesforce.com/articleView?id=tasks.htm&type=5)  
  Keep your to-do list in Salesforce and stay right on top of your deals and accounts. Easily relate every task to records for leads, contacts, campaigns, contracts, and other information that you need. Salesforce gives you different tools to maximize productivity—quick ways to create and update tasks, prefiltered task lists, and task notification options.
* [**Events and Calendars**](https://help.salesforce.com/articleView?id=events_and_calendars.htm&type=5)  
  Use Salesforce to track meetings with customers, prospects, and colleagues. Drill down from events to related records, feeds, files, contracts, and more. You can also track events in reports.
* [**Things to Know About Activities**](https://help.salesforce.com/articleView?id=activities_supplemental.htm&type=5)  
  Review additional considerations for activities.
* [**Activity Timeline**](https://help.salesforce.com/articleView?id=activity_timeline_parent.htm&type=5)  
  In Lightning Experience, records don’t show the Open Activities and Activity History related lists. Instead, track your activities in the activity timeline, which is supported for accounts, claims, contacts, contracts, insurance policies, leads, opportunities, and activity-enabled custom objects.
* [**Activity Reminders and Notifications**](https://help.salesforce.com/articleView?id=activities_reminder_parent.htm&type=5)  
  Salesforce displays event and task reminders differently in Classic and Lightning Experience. You can customize reminders in your personal settings in both places.
* [**Work with Archived Activities**](https://help.salesforce.com/articleView?id=activities_archived.htm&type=5)  
  Find, view, and edit the activities Salesforce has archived.
* [**Activities Reports**](https://help.salesforce.com/articleView?id=activities_shared_understanding_reports.htm&type=5)  
  Run standard or custom reports that display details about your tasks or events and their related contacts, accounts, opportunities, and other associated records. Archived activities aren’t included in reports.
* [**Set Up Activities for Your Sales Reps**](https://help.salesforce.com/articleView?id=customizeactivities.htm&type=5)  
  Optimize the way that your sales reps can manage events, calendars, and tasks.