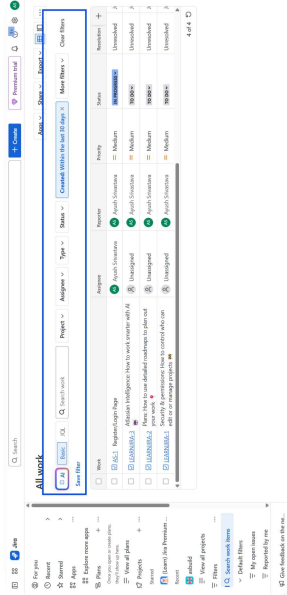# How to Filter Tasks in Jira

Jira offers powerful filtering tools to help you find and manage work items quickly. You can use AI, Basic options, or JQL to narrow down your tasks efficiently.

Step 1: Access All Work Items

Click on the **Search** bar at the top of the screen and select **View all work items**. This opens a new screen displaying all tasks within your project.

Step 2: Use AI, Basic, or JQL Filters

You'll see multiple filtering options like **AI Assist**, **Basic filters**, and **JQL**. You can also save filters for future use. This helps in organizing your workspace and reducing clutter.

Step 3: Filter Using AI

For example, you can type "**Find work items that are assigned to me**" in the AI input bar and click **Go**. Jira will instantly list all tasks assigned to you.
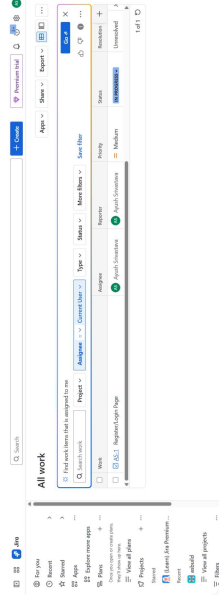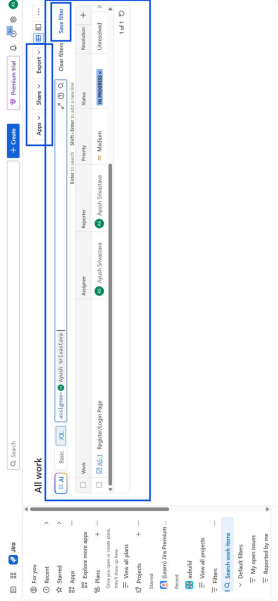

Step 4: Use JQL for Custom Queries

If you prefer advanced filtering, use **JQL** (Jira Query Language). For instance, enter **assignee = "User Name"** to retrieve tasks assigned to a specific user.

Step 5: Save and Export Filters

Once you've applied a filter, you can **Save** it for reuse, **Share** it with others, or **Export** the filtered tasks in **CSV format** for offline usage.

Whether you're managing your own tasks or overseeing multiple teams, these filtering options make Jira a powerful tool for task tracking and productivity.