



# Assign responsibilities and set due dates

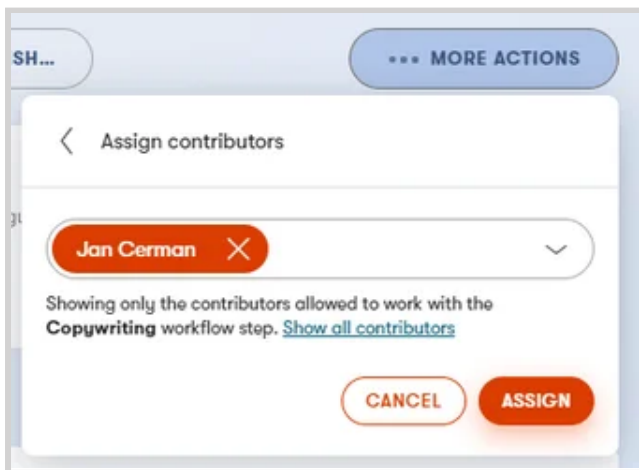
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When you are creating content with a team, you want to be sure that all members of your team complete their part of the process on time. To achieve this, you can assign contributors, [leave a note](#), [create comments and suggestions](#), and [set due dates](#) for your content items. You can also [create tasks](#) in content items to clearly distribute responsibilities.

## Assign contributors

Assign contributors to a content item to clearly indicate who should work on it.



1. In  **Content & assets**, click a content item you want to edit.
2. Click **More actions** >  **Assign contributors**.
3. Select one or more contributors you want to assign to the content item.
4. Click **Assign**.

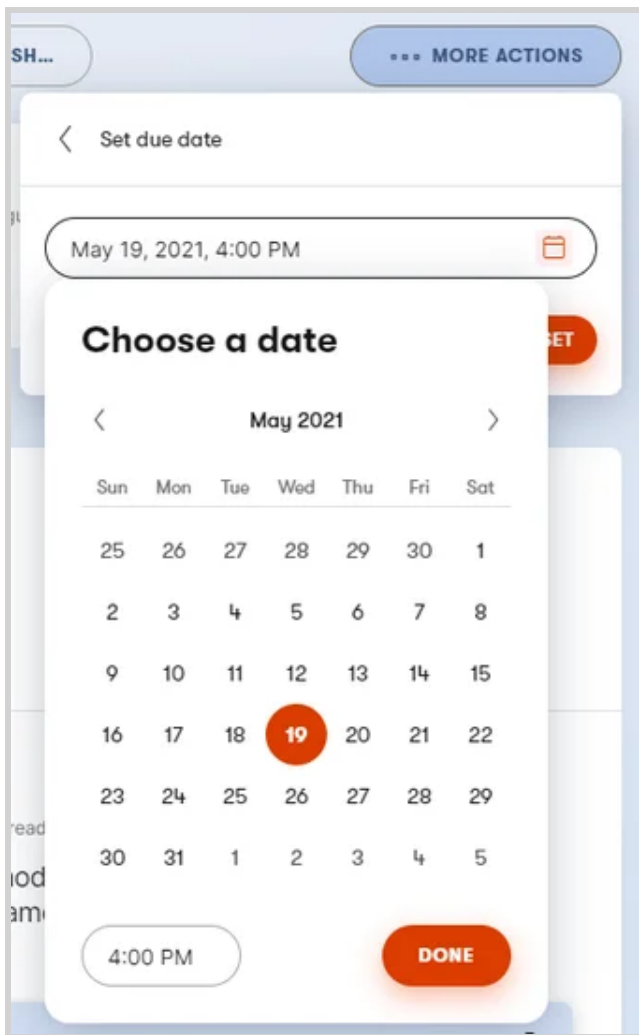


 You can also assign contributors, set a due date, and leave a note when [changing the workflow step](#) of a content item.

## Set a due date



Setting a due date on a content item is a good way to let contributors know when to finish working on it.

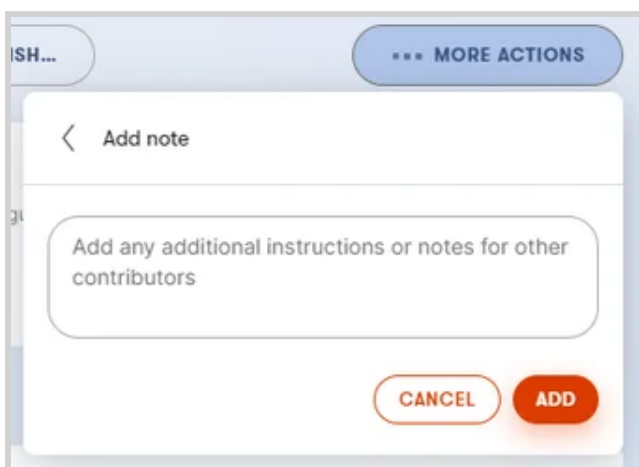
1. In  **Content & assets**, click a content item you want to edit.
2. Click **More actions** >  **Set due date**.
3. Select a date in the calendar.
4. Click **Done**.
5. Click **Set**.



## Add a note


Notes are useful when you want to give your coworkers additional information about a content item.

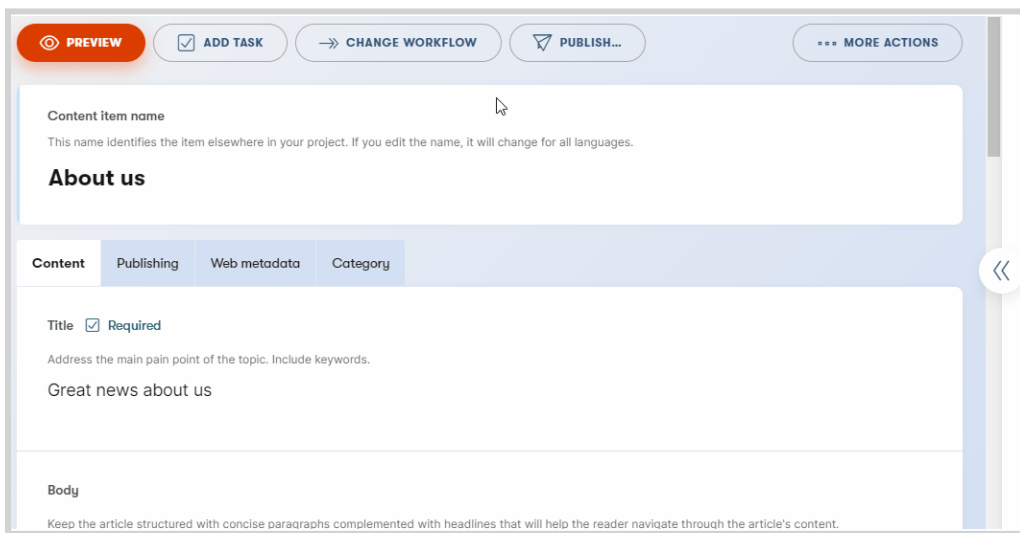
1. In  **Content & assets**, click a content item you want to add a note to.
2. Click **... More actions** >  **Add note**.
3. Type a note.
4. Click **Add**.




## Keep track with tasks

To gain greater clarity about what needs to be done and by whom, create to-do lists in content items. In Kontent.ai, you can create and assign tasks within items to delegate responsibilities. This also helps to track the progress of each item.


1. In  **Content & assets**, click a content item you want to create a task in.
2. Click  **Add task**.
  - If you've scrolled down, this button can be hidden in the **Actions** menu.
3. Type what needs to be done into the **Task description**.
4. In **Assign to**, select a contributor responsible for the task.
5. Click **Add**.



If you have a task assigned to you and you're done working on it, you can complete it by opening the sidebar with the  **Content details** button and selecting the checkbox next to it. If you make a mistake and complete a wrong task, you can undo it by clicking the checkbox again.

If there are uncompleted tasks in a content item you're about to publish, you'll be warned before the item gets published.

### See all your tasks

To get an overview of all tasks assigned to you, click  **Home** > **Your Content** >  **Your tasks** tab.

## Receiving notifications

### Content items

Kontent.ai notifies contributors by email about the progress of content items assigned to them.

You will receive the notifications when:

- The workflow step of the content item is updated.
- The content item is due in a week.
- The content item is due in 3 days.
- Every day that the content item is overdue.
  - After 3 weeks, you'll get only one email per week.
  - After 6 weeks, you won't get further notifications about this.

To change which notifications you receive by email, see how to [manage your profile](#).

If multiple content creators edit one content item simultaneously, they get notified by a banner in Kontent.ai to prevent accidental overwriting of changes.

## Tasks

Tasks trigger email notifications on various occasions:

- Task created: the assignee gets a notification.
- Task updated or marked as completed: the task author and its assignee get a notification.
- A content item with uncompleted tasks is published: assignees of the unfinished tasks get a notification.

A user who creates, updates, or completes a task never gets notified about their own action.

## What's next?

- [Comment and provide suggestions](#) to help improve content.
- [Filter content](#) to see only what is assigned to you.
- [Change the workflow](#) of a content item.
- Set up a well-thought-out [content creation process](#) to create consistent content efficiently.