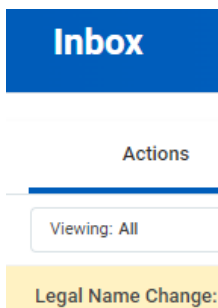# Delete Incomplete Task

INTRODUCTION

If you have started a task in error, you can delete the task to remove it from your Awaiting Actions in your Inbox.
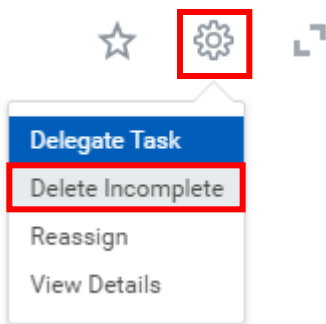
DELETE INCOMPLETE TASK

1. From the Workday homepage, click on your **Inbox**.

2. Find the task in your inbox you are wanting to delete and click on it.

3. Click the Configuration icon, then select **Delete Incomplete**.

4. This will delete the incomplete task from your inbox.