



# TO-DO LIST

Presented by 4 Errors



# OUR TEAM



**AYUSH PORWAL**



**ASHUTOSH UPADHYAY**



**AMAN PATEL**



# INTRODUCTION

Welcome to this presentation on To-Do Lists

A to-do list is a simple yet powerful tool that helps individuals and teams stay organized, productive, and efficient. Whether for personal tasks, work projects, or daily routines, a well-structured to-do list ensures that priorities are clear, deadlines are met, and tasks are completed systematically.



# CHALLENGES

- 1.** Procrastination & Avoidance  
People tend to delay difficult or unpleasant tasks, leaving them unfinished.
- 2.** Poor Prioritization  
Without a clear order of importance, urgent tasks may be overlooked
- 3.** Overwhelming Task Load  
Long lists can feel daunting, making it hard to know where to start.



# KEY FEATURES

- 1.** Task Prioritization  
Helps you focus on urgent and important tasks first
- 2.** Deadlines & Due Dates  
Keeps you accountable and prevents procrastination
- 3.** Task Categorization  
Organizes tasks by projects, urgency, or type (e.g., work, personal, errands).
- 4 .** Your Progress Tracking  
Allows you to check off completed tasks and track overall progress.  
text




# SOLUTION



1. **Break Down Large Tasks**  
Divide big tasks into smaller, manageable steps to avoid feeling overwhelmed.
2. **Set Realistic Goals**  
Limit the number of daily tasks (e.g., the Rule of 3: Focus on three key tasks per day).
3. **Assign Deadlines & Time Estimates**  
Set specific due dates and estimate how long each task will take.
4. **Review & Update Your List Regularly**  
Check off completed tasks and adjust your list daily or weekly to stay on track.
5. **Prioritize Tasks Using the Eisenhower Matrix**  
Divide tasks into four categories:
  - Urgent & Important → Do immediately
  - Important but Not Urgent → Schedule it
  - Urgent but Not Important → Delegate it
  - Neither Urgent nor Important → Eliminate it





# PROTOTYPE OF OUR WEBSITE

 [Home](#) [Tasks](#) [Calendar](#) [About](#) [Contact](#)

  **Ashutosh**  
Saturday, March 29, 2025

Task for User

Task for Team

Total Tasks  
**24**

Completed  
**16**  
66%

Pending  
**8**  
34%

Due Today  
**5**


**High Priority**  
☐ Complete project proposal Due in 2 hours  
☐ Client meeting preparation Due today at 2 PM


**Medium Priority**  
☐ Review team reports Due tomorrow  
☐ Update documentation Due in 2 days


**Low Priority**  
☐ Organize team building Due next week  
☐ Office supplies inventory Due in 5 days

**Today's Schedule**  
9:00 AM **Team standup meeting** Daily scrum with development team  
11:00 AM **Client presentation** Project progress review with stakeholders  
2:00 PM **Design review** Review new feature designs with UX team

**Team Members & Tasks**

 **Ayush Porwal**  
Project Manager  
Project Planning  
Due: Dec 15

 **Ashutosh Upadhyay**  
Lead Developer  
Backend Development  
Due: Dec 20

 **Aman Patel**  
UI/UX Designer  
Design System  
Due: Dec 18

**Project Timeline**

1 **Project Planning**  
Completed on Dec 1

2 **Design Phase**  
In Progress - Due Dec 15

3 **Development**  
Starts Dec 16

4 **Testing**  
Starts Jan 5

5 **Deployment**  
Starts Jan 20

6 **Maintenance**  
Ongoing

< March 2025 >

Today Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5


**Status Legend**


- Assigned by Team Lead
- Completed Tasks
- Due in 5 hours
- Overdue Tasks


**Upcoming Deadlines**


- UI Design Review - Due in 4 hours
- Backend Integration - Tomorrow at 2 PM
- Client Meeting Notes - Completed

**Key Features**

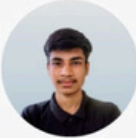
 **Task Organization**  
Intuitive organization system for all your tasks and projects


 **Reminder System**  
Never miss a deadline with smart notifications


 **Priority Management**  
Focus on what matters with priority levels





 **Cross-platform Sync**  
Access your tasks from any device, anywhere

**Meet Our Team**

  
**Ayush porwal**  
Team Leader

  
**Ashutosh Upadhyay**  
backend Developer

  
**Aman Patel**  
Andorid Developer

**Get in Touch**  
     
Need help? Visit our Help Center

THANK YOU