User Manual for Productivity Manager

1. Introduction

The Productivity Manager is a GUI-based application that helps users stay organized and manage their daily tasks. It consists of two main features: a To-Do List and a journal. The To-Do list allows users to add, delete, cross-off, and uncross tasks. The journal feature enables users to write about their day, thoughts, or anything they wish to document, promoting stress reduction and self-reflection.

1. Main Window

When you open the application, you will see the main window with three buttons.

* “Open To-Do List” which will open the To-Do List window.
* “Journal” which will open the journal window.
* “Exit” which will close the application.

1. To-Do List

When you click “Open To-Do List” a new window will appear. In this window you can,

* View and manage your tasks in the last
* Add new tasks to the list using the “Add Item” button.
* Delete tasks by selecting them and clicking the “Delete Item” button.
* Cross-off completed tasks using the “Cross Off Item” button.
* Uncross tasks that you no longer want to mark off as completed.
* Click the “Back to Home” button to return to the main window.

1. Journal

Clicking the “Journal” button will open the journal window, allowing you to record your thoughts and daily experiences. In this window, you can:

* Enter the date of your entry in the “Date” field using the “MM-DD-YYYY” format.
* Provide a title for your journal entry in the “Title” field.
* Write your journal entry in the large text box.
* Save your journal entry using the “Save Entry” button.
* View previous journal entries by clicking the “Show Previous Entries” button.
* Return to the main window by clicking the “Back To Home” button.

1. The Program

This application uses images to enhance the user experience. There is a splash screen that welcomes you to the program. The application follow a consistent and clear navigation pattern, with button provided to go back to the main window when applicable.

Thank you for using Productivity Manager. We hope this application helps you stay focused, organized, and motivated throughout the day.