

## Introduction

A Todo list is a simple prioritized list of the tasks a person must complete. People make a list of everything they need to do, ranked according to priority from the most critical task at the top to the least critical task at the bottom.

A few of the features of a good to-do list application include:-

- \* Plan and execute simple actions
  - \* Prioritize, manage and reason about tasks
  - \* Record notes, action items and ideas.
- ⇒ It is only useful for a short period of time while the task is remembered.
- ⇒ A simple item like a stack is enough to recall the job without the need for a note.

! - There are clear immediate implications to adding a To-do List to a Person's Productivity System.

! - The functionalities provided by a good to-do list application / system help declutter the user's mind as their pending tasks are recorded safely and they won't be forgotten.

- \* The to-do list Project is a user-friendly website which helps them to keep a track of their tasks them to do. It is a simple site which requires no sign-in / log-in or any personal details but still records your task, mark the completed tasks, and stored them even if you visit the site after a few days.
- \* Traditionally, they are written on a piece of paper or Post, it notes and acts as a summary or memory. As technology has evolved, we have been able to create a to-do lists with excel spread sheets, word documents, to-do list apps, micro soft to do and google to do list in your home.
- \* A To-do list is a list of tasks that need to be completed, typically organized in order of priority, it is one of the simplest solutions for task management and provides a minimal & elegant way for managing tasks a person wished to accomplish.

\* Definition :- It is a simple one. It's a list of tasks you need to complete or things that you want to do.

- \* Tasks should be fast to add and organise.
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- \* There should be a variety of ways to organise the tasks.
- \* Ability to Plan Your work flow.
- \* setting Properties.
- \* Reminders for any self-imposed dead-lines
- \* Allocation of tasks if using it for task management with a team.
- \* Team to-do list allows you to assign to the best person for the job.
- \* Able to sync b/w different platforms.

## LITERATURE SURVEY

As discussed earlier, Productivity and task management entails more than just organizing virtual and physical collection and scheduling activities.

Recent research has begun to address the problem of generic task management in the context of mail. This development is hardly surprising, given that many digital device users are overloaded by the number of chores done through email.

According to this research, any successful productivity tool must be tightly connected with email functionality.

### Task management:-

Recently researchers looked at task management strategies more generally because email and related technologies are unlikely to be the whole picture.

## I-2 Purpose

The use of this Project is completely free to use to any and every one. The only requirement of this application is to have a device capable of running a web browser.

- \* At work and at home, having a to-do list may help you prioritize your work and personal tasks. This allows you to organize and complete the most crucial tasks first. To-do lists can be used to improve time management because all of your tasks are laid out clearly in advance.
- \* When you complete a task, you can cross it off your list. This gives you a sense of progress and achievement something you'll lack if you're always rushing from one task to the next. If you feel a sense of achievement, it spurs you on and motivates you to keep moving forward. But that's not the only benefit, of a to-do list. Here are a few more:

- \* Improve your memory
- \* Increases Productivity.
- \* Help with motivation.

### To-do list as a solution to task management :-

The concept of to-do list has existed for a very long time and it is one of the primary methods for management of tasks, use of a to-do or a reminder system, to-do as a system for note management etc. In the simplest and most primitive form, a to-do list can be implemented on a pen and paper as a check list of items which can be crossed off or ticked against when completed.

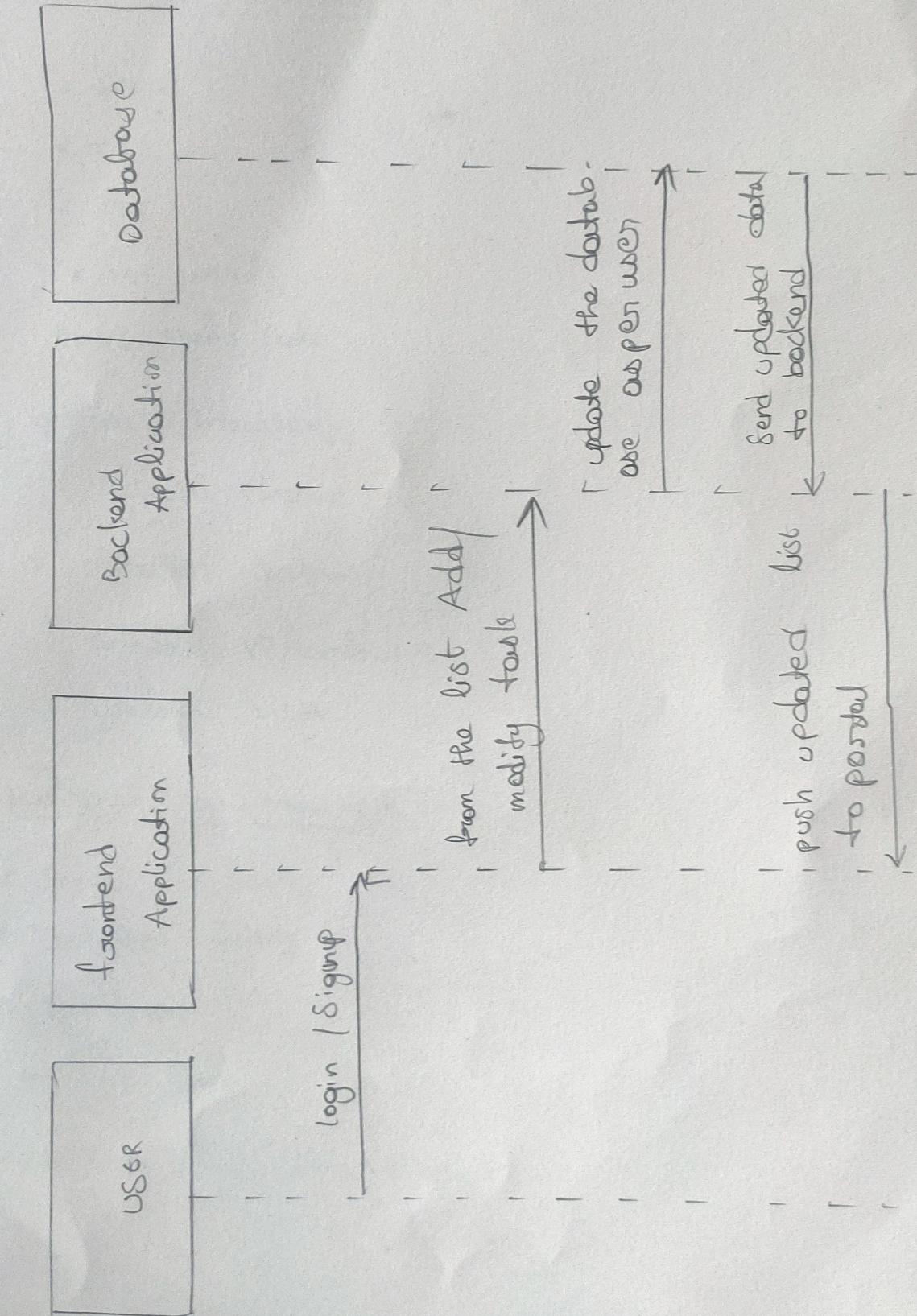
- \* This can be further extended to Calendars by writing tasks against dates where the dates can also act as deadlines for particular tasks, other possible extensions of to-do lists can be white boards, journals, text editors etc

## Essential functionalities :-

- A variety of methods for examining and managing to-do that go beyond lists and mirror the advantages of current resources.
- Immediately turn on, allowing for quick input and clear view, conventional to-do lists are commonly abandoned due to slow, time-consuming input and weak output.
- No formal job description, classification or decomposition is required from users, and any degree of abstraction is required for atomic task entries must be permitted.
- A mechanism for dealing with late tasks, low-priority to-dos that are becoming less likely to be performed but have not been explicitly deleted.

The main functionalities that were added to this project are:-

- \* Viewing all the tasks in a user's to-do list
- \* Marking a task as completed changing its Priority to '0'
- \* Tasks are ordered by Priority of importance
- \* Deletion of tasks.
- \* Assigning due date to tasks.
- \* Tasks are highlighted when they are close to due or over due.
- \* Adding tasks to a user's to-do list.



## Hardware & Software requirement of the Project :-

### Software Requirements :-

- \* HTML
- \* CSS
- \* JS
- \* MS Word
- \* VS Studio Code
- \* Web browser:-

Google chrome

- \* Operating System
- windows XP / windows 7
- windows vista.

### Hardware Requirements :-

- \* Server
- \* Internet facility
- \* Computers
- \* 256 MB RAM
- \* 1GB hard free drive space.

## Soft ware Quality Attributes :-

- \* Availability :- Since we are hosting our Project on the server it will be available all the time.
- \* Correctness :- The system should generate an appropriate report about different activities of the lab and should keep track of all records.
- \* Maintainability :- The system should maintain correct schedule of labs and the documentation of all the lab equipment.
- \* Usability :- The system should satisfy the maximum number of users needs.

## ADvantages & DisadVantages :-

### ADVANTAGES:-

- \* Organization:- To-do apps provide a structured way to organize tasks, projects and deadlines, making it easier to prioritize and stay on top of important activities.
- \* Accessibility:- Many to-do apps offer synchronization across multiple devices, allowing users on multiple devices, user to access their tasks and lists from Smart Phones, tablets, computer, and web browser.
- \* Time management.
- \* Collaboration.
- \* Notes, Attachments.
- \* Progress Tracking.
- \* Goal Setting.
- \* Increase Productivity.

## DisAdvantages :-

- \* learning curve.
- \* Distractions.
- \* Over Whelming.
- \* Technical issues.
- \* Dependency on Technology.
- \* Privacy & security.
- \* Lack of flexibility.

## Applications :-

- \* Todo list app is a kind of app that generally used to maintain our day.
- \* Another great way to use your todo list is for analysing your behaviour later. You can see which activities produced the best results and double produced the down on them. This make it easy to identify opportunities to focus on and things to drop off your schedule.

Enter work todo...



gym



study hour



Dance class

