

Task 1

Explanations:

Key Features of a To-Do List:

1. Tasks: Each item on the list represents something that needs to be done.
2. Prioritization: Tasks can be ordered based on importance or deadlines.
3. Completion Status: You can check off tasks once they're done.
4. Categories (Optional): Tasks can be grouped (e.g., Work, Personal, Shopping).
5. Deadlines (Optional): Some to-do lists include due dates to manage time better.

Types of To-Do Lists:

Paper-Based: A notebook or planner.

Digital Apps: Apps like Google Keep, Microsoft To-Do, or Todoist.

Bullet Journals: A creative and customizable handwritten method.