# How to Create a Task in Jira

Creating a task in Jira is the first step in managing your work. Follow these easy steps to create and customize a new task within your Jira project board.

Step 1: Open the Task Creation Panel

On the main project homepage, you have two options to create a task: one from the **To Do** column directly, and another by clicking the **Create** button at the top right. Here, we'll click the plus icon in the To Do column.
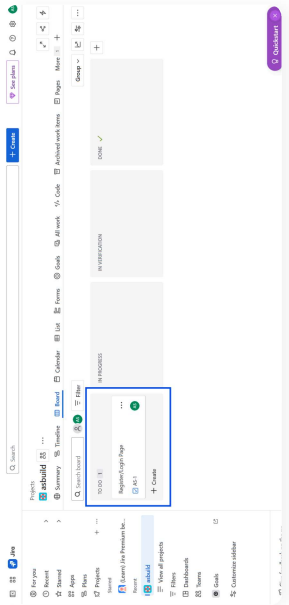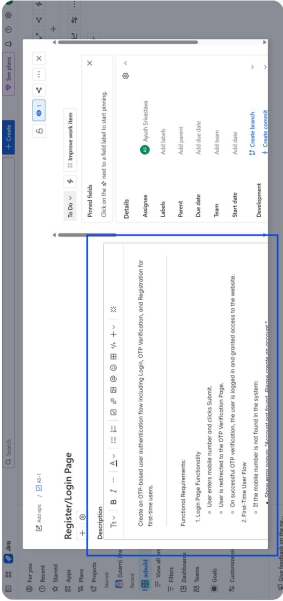

Step 2: Add a Task Title

After clicking create, an input field appears. Enter the name of your task and hit **Enter**. The task is instantly created with the provided title, as shown below.
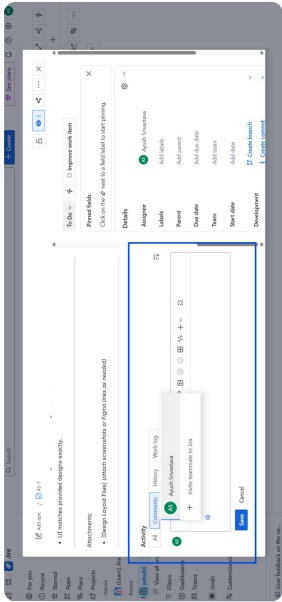
Step 3: Open and Edit Task Details

Click on the newly created task. A detailed popup window opens where you can update information about the task. Add a proper **description** and hit **Save**.
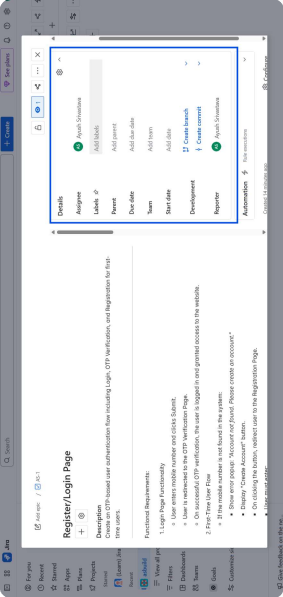

Step 4: Review Activity Logs

Scroll down to the **Activity** section, which includes tabs like All, Comments, History, and Work Log. These show the timeline and actions taken on the task.

Step 5: Update Task Fields

On the right sidebar, update fields such as **Status**, **Assignee**, **Due Date**, and other relevant properties. These ensure the task is assigned and tracked correctly.

That's it! You've successfully created and configured a task in Jira. Repeat this process to stay organized and ensure effective collaboration within your team.