Tutorial

Tasks come from every direction—your boss CC’ing you on an email, a coworker asking for feedback on a report, or even your cat jumping on your lap meowing to be fed.

It’s easy to feel overwhelmed by the sheer quantity of what you need to do.

Forgetting something important like a key detail can be problematic. It can lead to missed deadlines and unhappy clients (and cats).

**That’s where a to-do list comes in.**

Keeping a great to-do list helps you organize, prioritize your tasks, and plan out project. Chances are you’ve made a list to help with things like grocery shopping, planning a backyard BBQ, or maybe the tasks you must complete at work today.

But how can you create an effective to-do list that helps you get more work done?

## What is a to-do list?

**A to do list is a list of tasks that contains everything you need to complete. It ensures you have everything written down in one place so you don’t forget anything important.**

These lists don’t have to be that complicated. You can use a Post-It note or even a piece of scrap paper to write down your tasks.

Business examples can include writing a report, booking flights for a work trip, following up with a lead, etc.

To-do lists tend to be very personal, as each of us has our own way of making them and how we list out priorities. A famous example is this to-do list from singer Johnny Cash:

## Create The To Do List

##### Step 1) Add HTML:

### Example

<div id="myDIV" class="header">  
 <h2>My To Do List</h2>  
 <input type="text" id="myInput" placeholder="Title...">  
 <span onclick="newElement()" class="addBtn">Add</span>  
</div>  
  
<ul id="myUL">  
 <li>Hit the gym</li>  
 <li class="checked">Pay bills</li>  
 <li>Meet George</li>  
 <li>Buy eggs</li>  
 <li>Read a book</li>  
 <li>Organize office</li>  
</ul>

##### Step 2) Add CSS:

Style the header and the list:

### Example

/\* Include the padding and border in an element's total width and height \*/  
\* {  
 box-sizing: border-box;  
}  
  
/\* Remove margins and padding from the list \*/  
ul {  
 margin: 0;  
 padding: 0;  
}  
  
/\* Style the list items \*/  
ul li {  
 cursor: pointer;  
 position: relative;  
 padding: 12px 8px 12px 40px;  
 background: #eee;  
 font-size: 18px;  
 transition: 0.2s;  
  
 /\* make the list items unselectable \*/  
 -webkit-user-select: none;  
 -moz-user-select: none;  
 -ms-user-select: none;  
 user-select: none;  
}  
  
/\* Set all odd list items to a different color (zebra-stripes) \*/  
ul li:nth-child(odd) {  
 background: #f9f9f9;  
}  
  
/\* Darker background-color on hover \*/  
ul li:hover {  
 background: #ddd;  
}  
  
/\* When clicked on, add a background color and strike out text \*/  
ul li.checked {  
 background: #888;  
 color: #fff;  
 text-decoration: line-through;  
}  
  
/\* Add a "checked" mark when clicked on \*/  
ul li.checked::before {  
 content: '';  
 position: absolute;  
 border-color: #fff;  
 border-style: solid;  
 border-width: 0 2px 2px 0;  
 top: 10px;  
 left: 16px;  
 transform: rotate(45deg);  
 height: 15px;  
 width: 7px;  
}  
  
/\* Style the close button \*/  
.close {  
 position: absolute;  
 right: 0;  
 top: 0;  
 padding: 12px 16px 12px 16px;  
}  
  
.close:hover {  
 background-color: #f44336;  
 color: white;  
}  
  
/\* Style the header \*/  
.header {  
 background-color: #f44336;  
 padding: 30px 40px;  
 color: white;  
 text-align: center;  
}  
  
/\* Clear floats after the header \*/  
.header:after {  
 content: "";  
 display: table;  
 clear: both;  
}  
  
/\* Style the input \*/  
input {  
 margin: 0;  
 border: none;  
 border-radius: 0;  
 width: 75%;  
 padding: 10px;  
 float: left;  
 font-size: 16px;  
}  
  
/\* Style the "Add" button \*/  
.addBtn {  
 padding: 10px;  
 width: 25%;  
 background: #d9d9d9;  
 color: #555;  
 float: left;  
 text-align: center;  
 font-size: 16px;  
 cursor: pointer;  
 transition: 0.3s;  
 border-radius: 0;  
}  
  
.addBtn:hover {  
 background-color: #bbb;  
}

##### Step 3) Add JavaScript:

### Example

// Create a "close" button and append it to each list item  
var myNodelist = document.getElementsByTagName("LI");  
var i;  
for (i = 0; i < myNodelist.length; i++) {  
 var span = document.createElement("SPAN");  
 var txt = document.createTextNode("\u00D7");  
 span.className = "close";  
 span.appendChild(txt);  
 myNodelist[i].appendChild(span);  
}  
  
// Click on a close button to hide the current list item  
var close = document.getElementsByClassName("close");  
var i;  
for (i = 0; i < close.length; i++) {  
 close[i].onclick = function() {  
 var div = this.parentElement;  
 div.style.display = "none";  
 }  
}  
  
// Add a "checked" symbol when clicking on a list item  
var list = document.querySelector('ul');  
list.addEventListener('click', function(ev) {  
 if (ev.target.tagName === 'LI') {  
 ev.target.classList.toggle('checked');  
 }  
}, false);  
  
// Create a new list item when clicking on the "Add" button  
function newElement() {  
 var li = document.createElement("li");  
 var inputValue = document.getElementById("myInput").value;  
 var t = document.createTextNode(inputValue);  
 li.appendChild(t);  
 if (inputValue === '') {  
 alert("You must write something!");  
 } else {  
 document.getElementById("myUL").appendChild(li);  
 }  
 document.getElementById("myInput").value = "";  
  
 var span = document.createElement("SPAN");  
 var txt = document.createTextNode("\u00D7");  
 span.className = "close";  
 span.appendChild(txt);  
 li.appendChild(span);  
  
 for (i = 0; i < close.length; i++) {  
 close[i].onclick = function() {  
 var div = this.parentElement;  
 div.style.display = "none";  
 }  
 }  
}