



“TO-DO-LISTS”

Task - 1



PROJECT DESCRIPTION

A to-do list app helps users organize tasks, activities, and priorities. Users can create, manage, and categorize tasks, set deadlines, add notes, and mark items as completed. Some apps offer features like reminders, due dates, subtasks, and priority levels, allowing for efficient time management and productivity tracking. The goal is to help users stay organized, focused, and on top of their daily responsibilities and goals

LMS Username	Name	Batch
au910020104001	AATHAVA JAYANTH.AS	CC2
au910020104303	DHARSHINI.A	CC2
au910020104308	PRAVEEN .M	CC2



TASK - 1

Merits

To-do lists offer a way to

- increase productivity
- stopping you from forgetting things
- helps prioritise tasks
- manage tasks effectively
- use time wisely and improve time management

Project Goals

- 1.Clarity: Define clear objectives for the project
- 2.Specificity: Break down tasks into specific, achievable actions.
3. Time-bound: Set deadlines for individual tasks or milestones.
4. Measurable: Determine criteria to measure progress
5. Relevance: Ensure the goals align with the project's overall purpose.
- 6.Realistic: Goals should be achievable within the project's constraints.
- 7.Prioritization: Establish a system for task prioritization to manage workload effectively.
- 8.Flexibility: Allow for adjustments and flexibility in case of unforeseen changes or challenges

OUTCOMES

1. Increased Productivity
2. Task Management
3. Reduced Stress
4. Focus and Prioritization
5. Accomplishment and Motivation
6. Time Management
7. Tracking Progress
8. Adaptability

Summary

A to-do list is a valuable tool for task management. When creating one, prioritize important tasks, be specific, set deadlines, and break down larger tasks into smaller steps. Keep your list realistic and update it daily.

Consider using digital tools for organization and flexibility. Celebrate completed tasks and avoid procrastination by tackling challenging items first. To-do lists help you stay organized and ensure nothing important is overlooked.

Submission Github



[Github Link](#)

Thank you!

