**What is a to-do list?**

**Definition: A to-do list is a list of items that need to be completed. The items on the list can range from simple activities like replying to an email, to more complex tasks like creating**[**project briefs**](https://www.mindmesh.com/glossary/what-is-project-brief)**.**

**Benefit of to-do list?**

**Improves your memory**: A to do list acts as an external memory aid. It’s only possible to hold a few pieces of information at one time. Keep a to do list and you’ll be able to keep track of everything, rather than just a few of the tasks you need to do. Your to do list will also reinforce the information, which makes it less likely you’re going to forget something.

**Increases productivity**: A to do list allows you to prioritize the tasks that are more important. This means you don’t waste time on tasks that don’t require your immediate attention. Your list will help you stay focused on the tasks that are the most important.

**Helps with motivation**: To do lists are a great motivational tool because you can use them to clarify your goals. You can divide your long-term goal into smaller, more achievable short-term goals and as you tick each one off your list, your confidence will increase.

**Need of to-do list?**

* Tasks should be fast to add and organize.
* There should be a variety of ways to organize the tasks.
* Ability to plan your workflow.
* Setting priorities.
* Reminders for any self-imposed deadlines.
* 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 synch between different platforms

