Aim of Todo Manager

As there are multiple todo managers in the market now for various purposes (on a personal, group and organisation level), the basic CRUD features of a todo manager do not differentiate one todo manager from another. A few of the popular todo managers are listed below:

1. Wunderlist: allows you to create todo lists that can be shared with friends, family and coworkers, with a simple and intuitive user interface
2. Trello: Online project management tool that acts like a large todo manager for organisations and projects to manage deadlines and track progress
3. Things: A personal todo manager with a simple, well-designed interface that minimises fuss, only suitable to be used on an individual level
4. Google Keep: Simple notepad that connects to Google Drive, allowing for easy managing of tasks and lists on multiple devices, with a freer and less regimented design

However, despite the sleek and well-designed user interfaces of such todo managers available on the market, many users still fail to use todo managers effectively to manage their projects, deadlines and daily tasks, especially on the personal level where individuals have to hold themselves accountable. Failure to stick to the todo lists while using such applications can often be attributed more to a lack of knowledge of how to effectively break down and phrase tasks to maximise effectiveness of todo lists, rather than any issues with the design and interface of these applications.

Thus, the aim of this todo manager will be to inculcate good todo list and task management habits to users, while acting as a todo manager with a simple and intuitive interface. This todo manager caters to the use case of personal task management for individuals who have been unable to satisfactorily stick to their todo lists and complete tasks in a timely manner. Such a tool can be introduced to children and students early on to inculcate good habits in personal management, and can be an invaluable tool to busy students and adults who find themselves procrastinating tasks that urgently need to be completed.

Features

Basic features

- CRUD: Users must be able to create, read, update and delete tasks in their todo list
- Categorization: Users must be able to categorise their tasks in two different ways
  - Tagging system: Users must be able to tag their tasks for easy search and retrieval

- ○ Tree system: Users must be able to nest their tasks under other larger tasks to better organise concurrent and ongoing projects

Advanced features

Apart from the features recommended in the assignment, some other features that will be good to implement are the following:
- Subtly intrusive positioning of todo list:
  - ○ A todo list is best left visible all the time, all day long, to increase sense of urgency. Hence, a method of constantly or frequently displaying the todo manager without obstructing the work of the user will be beneficial to its effectiveness
- Reminders to start the day with a todo list:
  - ○ User should set a time in the morning to spend 15 minutes planning out what needs to be done for the rest of the day
- Separate task lists for different time periods
  - ○ Long-term project task lists can span several weeks or months, while an everyday task list should only contain tasks required for that day to increase concentration. An everyday task list should be enforced by the application, while task lists for longer time periods can also be available
- Data analysis for realistic expectations
  - ○ A common problem with todo lists are that people are overly optimistic about what can be achieved in a day, and failing to achieve that can be demoralising and impact progress for following days. Data analysis on previous task lists (analysing length of lists and word choice for specificity and number of tasks completed a day) can be employed to ensure that realistic and effective todo lists are being created
- Include a "tonotdo" manager
  - ○ Encourage task entries that actively aim to minimise distracting behaviour and procrastination, like checking Instagram or using Youtube. Examples of such entries are: "Check email only once at 11am and once at 3pm" and "Open Youtube only from 9pm to 11pm". These tasks are crossed at the end of the day if they are respected.

Basic features will be implemented before advanced features are attempted.