

TASK MANAGEMENT

PROJECT DEFINITION:

In today's fast-paced organizational environment, managing and tracking employee tasks has become increasingly challenging, especially for HR teams responsible for monitoring multiple workflows simultaneously. Most companies still rely on manual tracking tools such as spreadsheets, emails, or chat messages, which often lead to confusion, missed deadlines, and lack of transparency in task progress. This inefficiency results in decreased productivity and poor communication between managers and employees. Therefore, there is a need for a centralized, user-friendly, and visually efficient task management system that simplifies task creation, assignment, and monitoring. The goal is to design an intuitive UI/UX solution that enables HR professionals and employees to collaborate effectively, stay organized, and visualize progress in real time—enhancing overall productivity and accountability within the organization.

PROJECT STATEMENT:

In today's fast-paced world, users struggle to manage their tasks, deadlines, and goals efficiently. Most existing task management apps are either too complicated, lack motivation features, or don't adapt to different user needs (students, professionals, freelancers). Users need a simple, intuitive, and visually appealing tool that helps them stay organized and productive without stress.

PROBLEM SOLVING :

Design a Task Management App that focuses on simplicity, clarity, and motivation.

The app will allow users to:

Quickly create, edit, and categorize tasks

Set reminders and deadlines

Track daily and weekly progress visually

Stay motivated through streaks, achievements, and progress bars

USER PERSONA

Name: John

Age: 24

Occupation: UI Designer

Goal: Stay organized and complete projects on time

Pain Points:

Loses track of small tasks

Finds existing apps complex

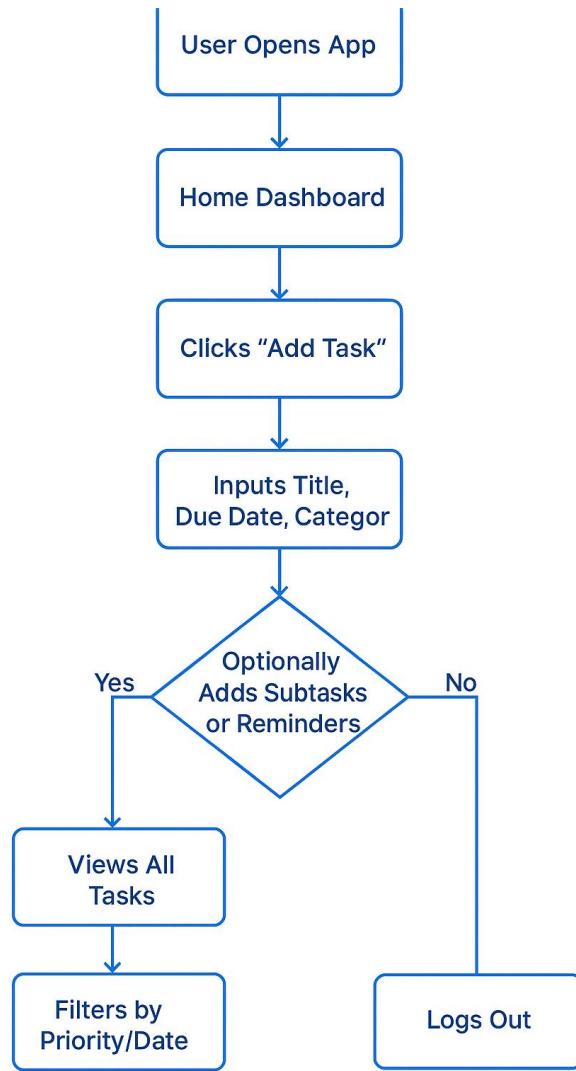
Needs:

Simple interface

Quick task input

Progress tracker

USER FLOW:



WIREFRAMING :

About Wireframing:

Wireframing was an essential step in defining the structure and layout of the Task Management App before moving into visual design and prototyping. The focus was on simplicity, usability, and clarity — ensuring users could manage tasks without unnecessary distractions.

Wireframes include:

- Home Dashboard – Displays today's tasks, a progress bar, and an “Add Task” button for quick creation.

- Add Task Screen – Contains input fields for title, category (Work / Personal / Study), due date, and reminder toggle.
- Task Details Screen – Shows task name, priority, subtasks checklist, and edit/delete options.
- Progress Screen – Displays a visual summary of daily and weekly productivity stats.
- Settings Screen – Allows users to edit profiles, toggle dark mode, and manage notifications.

DESIGNS OF WIREFRAMING:

- Used low-fidelity wireframes to define layout hierarchy and navigation flow.
- Adopted a mobile-first design approach for better accessibility on smaller screens.
- Ensured minimal clutter with consistent spacing and iconography.
- Used light grey and blue tones for a modern, clean structure during mid-fidelity wireframes.

PROTOTYPING :

After finalizing the wireframes and user flow, high-fidelity prototypes were created using Figma to simulate real user interactions and transitions. The prototype focused on delivering an intuitive and consistent experience across all app screens, ensuring users could easily navigate, add, and track their tasks.

Tools Used:

- Figma – for designing interactive clickable prototypes
- Adobe XD – for motion and micro-interaction testing
- Sketch – for visual consistency and design system components

Prototype Goals:

- Test overall usability and navigation flow
- Evaluate the clarity of task creation and categorization
- Observe user engagement with progress tracking and motivational elements
- Validate visual hierarchy and typography for readability

User Testing Insights:

- During prototype testing sessions with students, freelancers, and working professionals, several valuable insights were gathered:
- “Adding a task was easy and quick — the interface felt clean.”
- “Reminders help me stay consistent with my deadlines.”
- “I’d love a dark mode option for night use.”
- “Progress bars and streaks motivate me to finish tasks daily.”

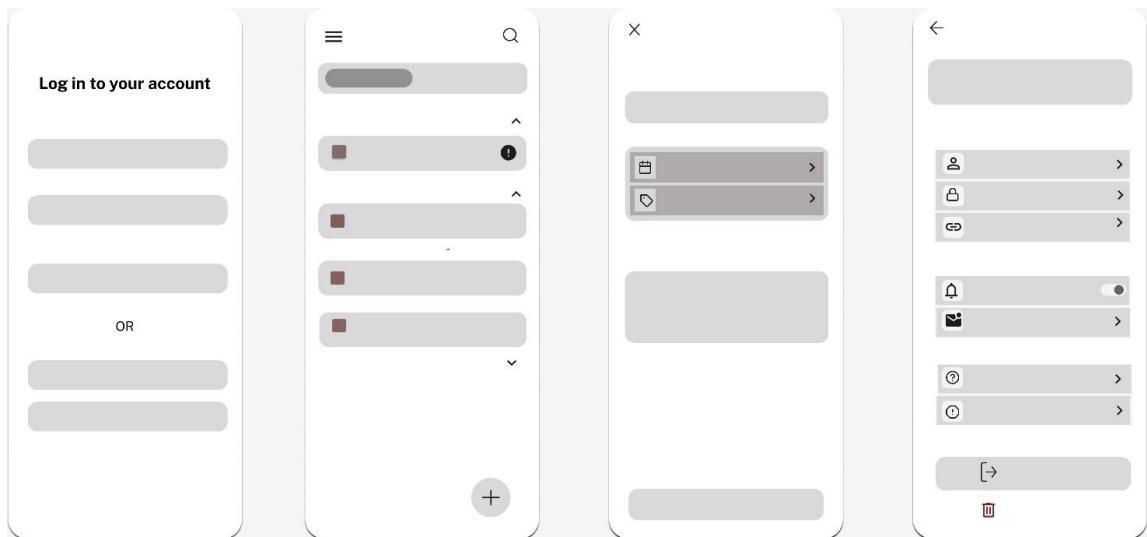
Improvements Implemented:

- Added Dark Mode toggle in settings for better accessibility
- Enhanced visual progress indicators for instant motivation
- Simplified task creation process by grouping related input fields
- Introduced micro-interactions for smoother transitions between screens

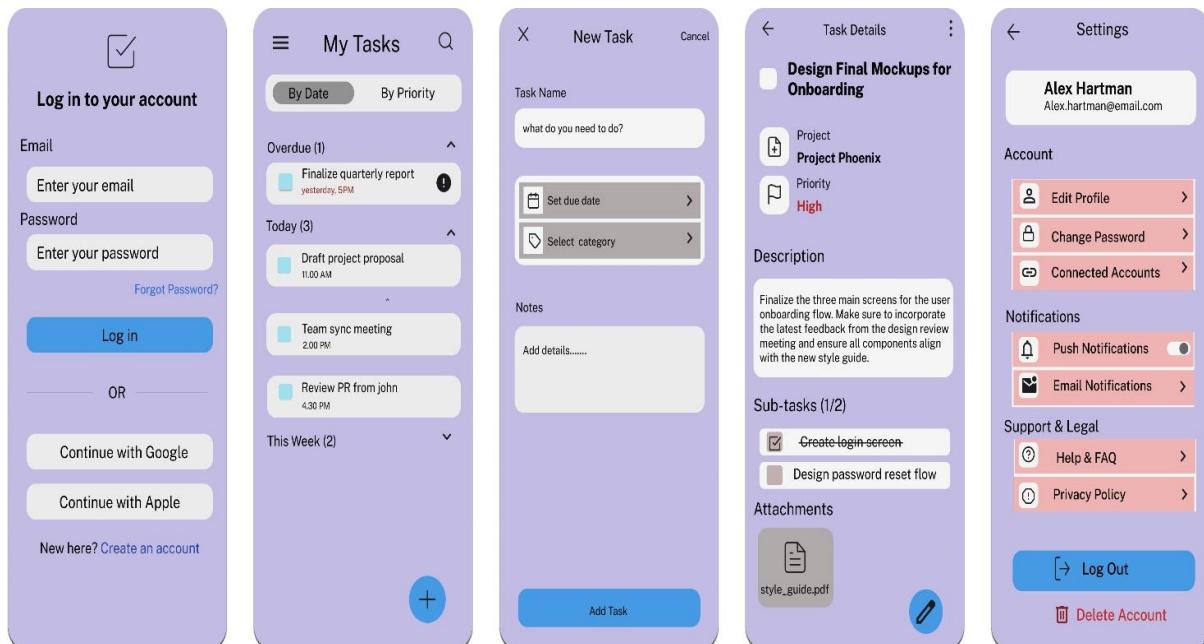
Outcome:

The prototype successfully demonstrated the app’s core features and user experience. It validated that users could manage their daily activities effortlessly, stay motivated, and enjoy a distraction-free, visually pleasing environment.

WIREFRAME:



SCREENSHOTS:



CONCLUSION:

Designing a task management app showed the importance of simplicity, motivation, and visual clarity in daily-use apps. By focusing on real user needs, we created an app that is both functional and emotionally engaging.

Key Learnings:

- Simplicity improves user satisfaction
- Personalization increases long-term use
- Visual feedback encourages productivity