**What is To-Do File?**

Microsoft TO DO is a task management program that help you stay organized and mange your daily activities. To boost your productivity and focus on what important to you, use Microsoft to Do to construct shopping lists or tasks lists, take notes, document collections, plan an event, or set reminders.

**Why do we use To Do file?**

The Stata commands you want to run are stored in the do-file. Executing a do-file is similar to interactively running a series of commands, only you have a permanent record of your commands. This allows you to rapidly duplicate previous work and proceed from there.

**To-Do Application Format.**

* Multiple columns are possible in TODO application.
* Each column includes duties that begins wit a checkbox or hyphen- the completed column name must contain cross sign.
* Every task title has spaces at the end of the function.
* At the conclusion of the job title, you can add tags, mentions, estimates, date, time, ID, passwords and so on.
* A task with two space indentation in the title is a sub-task or description.

**Screenshot of output:**

**Adding tasks to the list**

**Table

Description automatically generated with low confidence**

**Deleting task-2 from the list**

**Table

Description automatically generated with medium confidence**