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## **Maximizing Efficiency A Comprehensive Review of Daily Productivity Growth with Todo Manager**

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### ABSTRACT

.Our team has developed a Daily To-do Manager that enables users to efficiently manage their daily goals and tasks. The system is designed to help users create and track daily tasks that align with their long-term goals. It provides a secure platform that users can access anytime and anywhere via the Internet. The Daily To-do Manager not only tracks the user's goals and tasks but also helps them to break their tasks into smaller parts, making it easier to manage. By dividing tasks into smaller parts, the system allows users to track their progress more efficiently. Additionally, the system provides users with means to analyze their task efficiency through reports that display complete statistics of tasks achieved, total tasks planned, and daily streaks indicating the number of consecutive days the user has been efficient. Our study has revealed that most To-do manager applications list tasks in binary form, either completed or uncompleted. However, our team has observed that people tend to divide their tasks into smaller chunks and want their partial completions to be managed by the To-do manager. To cater to this preference, our system tracks the partial task completions of users to provide a solid base for designing a Daily To-do Manager. In summary, our Daily To-do Manager is a user-friendly system that helps users efficiently manage their daily tasks and long-term goals. The system provides users with a secure platform accessible via the Internet, task breakdown, progress tracking, and reports to analyze daily task efficiency. With our system, users can expect to achieve their daily goals more efficiently, contributing to their overall productivity and success.

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Keywords: Productivity Growth, Todo Manager

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### 1. Introduction

In today's fast-paced world, people lead busy lives and often struggle to keep track of their daily tasks. To address this issue, an online application that can be accessed anytime and anywhere can prove to be quite useful. Thus, the idea of developing a Daily to Do Manager application can be a game-changer to avoid task deadlock. This application can help people prioritize their daily tasks and long-term goals. Rather than focusing on checking off small tasks from the To-do list, it is more important to prioritize and work on tasks that are the most important.

There has been research work on task management in the past years, and DARPA has taken some significant steps to support busy professionals in managing and performing their official tasks. The Task List Manager System (TLMS) can be a possible representation of such a system, helping users manage and execute their to-dos. The TLMS would store the user's daily tasks, prioritize and manage them, reason about them, update the daily task efficiency based on the number of completed tasks, and display tasks reports for daily, weekly, monthly, or yearly[1][2][3][4][5][6][7].

The Daily to Do Manager application aims to provide an analysis of daily efficiency and time utilization in completing day-to-day tasks and checking the daily progress. It helps in maintaining a daily streak of successful task completion to achieve long-term goals. It further provides motivation to increase progress and avoid distractions such as social media, using that time to complete tasks instead. By having a better sense of daily efficiency of tasks and goals completed, along with the number of tasks completed, we can achieve our long-term goals more efficiently.

In summary, the Daily to Do Manager application can prove to be a valuable tool in managing daily tasks and achieving long-term goals. It helps users prioritize tasks and work on the most important ones, provides reports to analyze daily task efficiency, and motivates users to increase progress and avoid distractions. The application aims to provide an efficient way of completing tasks, contributing to overall productivity and success[8][9][10][11][12][13].

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## 2. Literature Review

In today's busy world, people find it challenging to keep track of their daily tasks and often forget important things that they have to do. This is where an online application comes into play, which can be accessed anytime and anywhere. One such solution is a Daily to Do Manager application that helps individuals prioritize their daily tasks and long-term goals. This app not only assists in creating and tracking daily tasks, but it also provides a means to analyze the efficiency of day-to-day tasks through reports that display complete statistics of achieved tasks and total planned tasks, including daily streaks indicating the number of consecutive days of good task efficiency.

Research has shown that most people prefer online to-do list managers as they provide a better platform for task management. Studies on task management indicate that tasks with high priority or urgency are more likely to be completed within the stipulated time. The research paper "Studies of Task Manager" aimed to identify the factors that influence task completion and provide a strong foundation for designing a personal to-do list manager. The study revealed that people do not correctly explain their tasks in offline or manual to-do lists, and most people prefer email and formal reminders to complete their tasks[14][15][16][17][18].

To find the best to-do list app in the market, a case study was conducted, titled "The best to-do list app right now" published on theverge.com. The main objective of this study was to compare the popular to-do lists app in the market and give them a score based on user preferences. The study found that the best to-do list app is one that perfectly maps individual needs, is accessible on a phone, provides daily encouragement to execute tasks, and has a simple user interface to make it easy to understand.

In contrast to manual task management, an article from orange scrum highlighted the problems that could arise from doing tasks manually, such as throwing the project off-track, demotivating team members, adding to customer dissatisfaction, and probable loss of business. The article suggested ways to overcome these challenges, such as getting organized, aligning processes, communicating effectively and with ease, and executing as a team.

In summary, the Daily to Do Manager application provides a solution to the challenges of managing daily tasks and achieving long-term goals. It assists in prioritizing tasks, tracking progress, analyzing task efficiency, and maintaining daily streaks of successful task completion. The best to-do list app is one that perfectly maps individual needs, is accessible on a phone, provides daily encouragement to execute tasks, and has a simple user interface. To overcome the challenges of manual task management, individuals should get organized, align their processes, communicate effectively and with ease, and execute as a team..

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## 3. Research Methodology

Developing a task manager app requires careful planning and consideration of user preferences. Brainstorming sessions and discussions with colleagues can help generate ideas and solutions to meet user needs. Gathering requirements through questionnaires can provide valuable insights into user preferences, such as the popularity of online to-do lists due to their accessibility.

Once requirements have been gathered, the focus shifts to database implementation and feature implementation. The decision between a to-do list app and a task manager app can be a difficult one. To-do list apps provide a flexible UI environment that lists tasks in an ordered manner, while task manager apps offer structured collaboration, with features such as reminders, due dates, priorities, and workflow management[19][20][21][22][23][24].

When designing a task manager app, it is important to consider factors that influence task completion, such as task priority and urgency. Research has shown that people are more likely to complete tasks with higher priority or urgency within the allotted time. Additionally, studies have found that people prefer online to-do list managers to offline or manual ones.

To ensure the success of a task manager app, it is essential to focus on user preferences and design features that meet their needs. A simple user interface, daily encouragement to execute tasks, and accessibility across different devices can all contribute to a successful app. Furthermore, aligning processes and effective communication can help teams execute tasks efficiently.

In summary, developing a task manager app requires careful planning and consideration of user preferences. Gathering requirements, deciding between a to-do list app and a task manager app, and designing features that meet user needs are all crucial steps in the process. By prioritizing tasks, encouraging daily execution, and providing accessibility and collaboration tools, a successful task manager app can be created..

#### 4. Conclusion

In today's fast-paced world, setting goals is not a big deal, but following through on them is. People often aspire to achieve something in their lives, but due to a lack of discipline or motivation, they fall short of reaching their targets. They may start off strong for a few weeks or months, but gradually lose steam and eventually abandon their efforts altogether. To address this problem, a new system has been developed to serve as a virtual reminder for individuals to stay on track and follow through with their goals.

The primary objective of this system is to help people list out their necessary actions and keep track of their progress. Once they complete a task, they can check it off the list, providing them with a sense of accomplishment and motivation to keep going. Moreover, a green check mark is placed on a calendar for each day they complete their actions, acting as a daily visual motivator.

The system is designed to be flexible and customizable, allowing users to set their own goals and create a personalized action plan. This can range from increasing productivity at work to starting a new business or developing a new skill. By breaking down larger goals into smaller, manageable tasks, individuals can make progress towards their objectives without feeling overwhelmed or discouraged.

One of the most significant advantages of this system is that it can be accessed from anywhere, making it easy to stay on track no matter where you are. Whether you're at home, at work, or on the go, you can access your action list and keep track of your progress. Additionally, the system provides reminders and notifications to ensure that users stay focused and on task, eliminating the need for them to rely on their memory alone.

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