Daily Activities/Goals Planning

Our day is a waste if we have not planned for it. When we do not have specific plans/goals listed on a piece of paper, we end up doing nothing. Keeping a piece of paper in the age of technology might be a little embarrassing, so we need software on our PC, iPad, or phone to plan our daily activities with higher efficiency. Microsoft has recently launched a software called "Microsoft To-Do," The most convenient daily planning software ever made. This software is free and is compatible with Windows, Android, and IOS.

How to Download "Microsoft To-Do"?

1: Create a Microsoft Account.

2: Download "Microsoft To-Do."

3: Register with a valid email.

4: Start planning your daily activities.

Is "Microsoft To-Do" free?

Yes, it is free software.

Furthermore, you can download the same software as an App on your phone or iPad and by using the same email address you will be able to see the same activities on PC and your phone all the time and everywhere. Usage of the phone version is also same as the PC version.

How to Efficiently Use Microsoft To Do?

1: My Day: Your daily goals and activities can be listed here simply by clicking "Add a Task".

2: Important: You can add stars to important activities to mark them, they will create a separate list and let you know of your daily priorities.

3: Planned: All your planned and unfinished activities will be here to follow up better.

4: Assigned to You: Activities assigned to you by others can be checked from here.

5: Tasks: All activities finished and unfinished will be visible here.

6: New List: You can create multiple lists of activities from here.

7: My Day Activity: After completing your daily activity you can simply click inside the circle (Marked Red for better understanding) which means the activity is completed and it will vanish from your To Do list but will be kept in completed activities list.

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