Microsoft

WHEN TO USE

MICROSOFT To Do **MICROSOFT PLANNER** **MICROSOFT LISTS**

to track tasks and information for individuals

HOW DO I GET THEM?

To Do is available:
- in the Tasks app
- on the web
- on mobile

PLANNER is available:
- in the Tasks app
- as a tab in Teams (Tasks app)
- on the web
- on mobile

LISTS is available:
- as a tab in Teams
- on the web
- on mobile

WHERE CAN I LEARN MORE?

Websites
- aka.ms/MICROSOFTTODO
- aka.ms/PLANNER
- aka.ms/LISTSWEB

Support sites
- aka.ms/TODOHELP
- aka.ms/PLANNERHELP
- aka.ms/LISTSTRAINING

Demos
- aka.ms/PLANNERDEMO
- aka.ms/MICROSOFTLISTS

	TO DO individual tasks	**PLANNER** tasks from a team	**LISTS** individual information
	Prioritize your individual work tasks in a simple, just-the-basics app. You can sort your tasks into any number of lists, including My Day for smart suggestions about what's most important.	Organize tasks assigned to you as part of a larger team effort in a Kanban board. Each task is presented as an information-rich card that contains preset but optional attributes, like labels.	Track information items in a simple, intelligent list. Each list can hold hundreds of line items, and you can customize each line item to contain the information that's most useful to you.
HOW SHOULD I USE IT?	To manage and prioritize just your individual tasks. Tasks can be those that only apply to you or are assigned to you as part of a larger team effort.	To manage your tasks in the context of a team effort. You can see the tasks assigned to you alongside the rest of your team's so everyone is on the same page.	To track information that's relevant to you from a large, ongoing work effort that requires shared responsibility with others.
WHAT'S IT BEST FOR?	• Getting automated suggestions to focus on what matters most • Coordinating tasks in the context of your emails and calendar • Focusing on your individual tasks without the distraction of larger team efforts	• Managing the tasks assigned to you in the context of your team's larger work effort • Keeping all the information you need about a task in the task card itself so it's easy to find • Getting visual, automatic status updates about your tasks	• Managing your parts of an ongoing effort • Tracking actionable, data-rich information items • Organizing and customizing information to deliver on your specific work obligations
HOW'S IT DIFFERENT?	**What distinguishes To Do from** **...PLANNER and LISTS:** • Curated My Day list of tasks that are due soon, plus smart suggestions of tasks to add • Seamless integration with Outlook for the web email and calendar, plus a dedicated pane for your My Day list • Scheduled reminders and repeatable tasks **...LISTS:** • Dedicated list for tasks assigned to you from Planner	**What distinguishes PLANNER from** **...TO DO and LISTS:** • Kanban board view for organizing your tasks • Several ready-made but optional task attributes, like labels and checklists • Built-in visual charts for basic status information • Dedicated OneNote notebook per plan **...LISTS:** • Formal task assignments and a view for seeing just your tasks	**What distinguishes LISTS from** **...TO DO and PLANNER:** • Visible list items, even when they're completed • Rule-based automation to keep you informed • Lots of customization options, like templates, views, and colors • Robust sorting and formatting to prioritize information • Ready-made templates for real-life scenarios, like asset tracking and recruitment tracker • Linked lists to auto-populate information
	TASKS APP IN MICROSOFT TEAMS	combines To Do and Planner tasks	