## Habitica

### What is it:

Habitica is a to-do list with built in gamification. You start off with an avatar and by doing your chores daily you level up, collect mounts and pets and items that can help you.

### Link:

<https://habitica.com/static/home>

Screenshots



### Mobile app

Yes

### Cost

Free with in app purchases

### Pros

* Working on your tasks gives your character a boost or helps kill a monster
* Work with your friends to complete quests
* Join guilds and chats to cheer on other people and earn bigger rewards
* Can use your Google account to log in

### Cons

* Easy to add too many things and end up overloaded and unable to keep up
* Not for everyone – unless you’re into gaming
* The novelty can soon wear off
* Resets when you get to level 100

## Todoist

### What is it?

A to-do list that allows you to break up your to-dos int o projects. You can set a daily target of tasks to do and earn yourself “Karma”. There is also a premium function which allows you to use labels and to add calendar feeds.

### Link:

<https://todoist.com/>

### Mobile app

Yes

### Screenshots



### Cost

$3/month

### Pros

* Shared projects
* Can choose from light or dark themes
* Divide your tasks into projects
* Today, and Week lists by default
* Up to 80 projects in the free version

### Cons

## Wunderlist

### What is it?

Wunderlist is a to-do list featuring recurring tasks, the ability to add your tasks to a calendar and shared lists. It was [purchased by Microsoft in 2015](https://www.theverge.com/2018/3/21/17146308/microsoft-wunderlist-to-do-app-acquisition-complicated)



### Link:

<https://www.wunderlist.com/>

### Mobile app:

Yes

### Pros:

* Choose your own background
* Sort your lists into groups
* Share your lists

## Microsoft To Do

### What is it?

Microsoft todo is a task list from Microsoft and is part of Office 365. This means that it integrates with other O365 products.



### Link:

<https://todo.microsoft.com/tasks/>

### Mobile app:

Yes

### Pros:

* Integrates with other O365 apps and more features are being added
* The My Day function allows you to add what you prioritise that day – good for people who will find themselves overloaded otherwise.
* Custom lists
* Good for keeping your day-to-day personal tasks in order

### Cons:

* Integration with Outlook can be a bit flakey – when you flag an email in Outlooks, it can be added to To Do but this feature can sometimes cause duplicate tasks to appear in To Do and Outlook
* Integration with Planner and Project still has some features missing

## Microsoft Planner

### What is it?

Microsoft Planner is Microsoft’s answer to Kanban, with personalised buckets, the ability to share across groups and full integration with Microsoft Teams.



### Link:

<https://tasks.office.com/>

### Mobile App

Yes

### Pros:

* Full integration with the O365 suite
* Ideal for small, Agile projects where Microsoft Project would betoo much

Cons:

* Designed more for use collaboratively.
* Creation in O365 account creates a group with its own email address – great for teamwork, not so great when you want to use it to keep your personal tasks in order.

## Microsoft Project

### What is it?

Microsoft Project is a full-on project planning tool. Designed to allow medium and large teams to set milestones, deadlines and see timelines. Usually used by Project Managers



## Link:

<https://products.office.com/en-gb/project/project-management>

### Mobile app

?

### Pros:

* Enables big projects to be managed appropriately
* Online version has full integration with O365
* Gantt charts!

### Cons:

* Not designed for individual use
* Fairly steep learning curve

## Trello

What is it?

## Asana

## What is it?

Asana is a combination of a task list and a full on project management tool. In a paid for version, you can get collaborate with bigger teams, and create Gantt charts. The free version allows you to create 3 projects.



### Link:

<https://asana.com/>

### Mobile App:

Yes

### Pros:

* Clear interface
* Subtasks
* Collaboration
* Can be integrated into Microsoft Teams if required
* Log on with your Google account

### Cons:

* Have to pay for full features (eg Gantt charts etc)
* You need to go into a task to check out its subtasks
* Mobile app lists every task and doesn’t associate tasks with its parent section or task.

## Instagantt

### What is it?

Create Gantt charts from Asana. Integrates fully with your Asana projects to create a Gantt chart allowing you to see workload. Also allows you to add tasks and time estimations which will then appear in Asana.



### Link:

<https://instagantt.com/>

### Mobile app

No

### Pros:

* Full integration with Asana giving full project management capabilities for Asana projects

### Cons:

* Web only
* Can be unwieldy for small personal tasks
* Not ideal for day-to-day tasks