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Redesigning Google Tasks

Google Tasks is a simple list app which syncs with other Google products, such as Gmail and Calendar. The user can create tasks under a list and mark them off as complete while they work. Additional features include creating subtasks (under a main task), adding due dates, adding details, and the function to mark the tasks as repeating. As someone who uses Tasks daily as a planner for both school and personal use, I find the application extremely limited compared to other task apps. Instead of moving to a different productivity app, I would rather see Google Tasks make the following changes as illustrated by my redesigns.

The default homepage has been redesigned to only show tasks that are due today, rather than showing all the tasks on the list (IMG 1). However, this default view can change through sorting as explained below. Main tasks with subtasks due today will be shown in full. Any subtasks that aren't due yet will be marked as "not due yet," but users will still have the option to mark them as complete early. It can also serve as an overview of what is left to do on the whole task. As tasks are completed, they will be pushed to the bottom of the list, rather than disappearing so users can keep track of what they have done already for the day.

One big aspect that is missing from the app is a category feature. Although users can separate tasks by lists, it can be tedious for users to have several of them. A list for every class, for example, would make users have to go through the lists daily in order to mark tasks as completed or to add new tasks. Instead, users can quickly see which category a task belongs to in a single list with this redesign. The process of checking through a task list can be streamlined by adding a category feature alongside the ability to create several lists.

With the addition of categories, users can better sort and filter through their task lists (IMG 2). Currently in the actual app, users see all their tasks, and the tasks can either be sorted manually by the user or by date. However, this sorting has its flaws. Subtasks that have a due date attached to them are separated from the main task when the list is sorted by date, which can be especially confusing if there are multiple similar subtasks for different main tasks. The only way to keep main tasks and subtasks together is for the user to manually move their tasks in the order they want, which can be time-consuming if the user adds several tasks at once. With this redesign, users can filter through the tasks by category, due date (with main tasks and subtasks together), and status, which can help the user focus on particular tasks.

To create a new task, category, or list, users can click on the plus at the bottom right corner (IMG 3). This has been moved from the center in the original app for quicker and easier access.

When creating a new list, users can now add a description to the list as well as share it to others (IMG 4). This allows collaboration among several people. For example, a team leader can share a list to the team and assign specific tasks to members. A list owner can also manage the general notifications of the list to all shared members. List colors can be helpful in distinguishing lists in the Calendar. Currently, all tasks regardless of the list it is in has a blue color in Calendar.

The layout to add a new task has mainly been kept the same as the original design with some new additions (IMG 5). There are two new dropdown menus: category and list. The user can categorize their task based on the categories they have created for themselves. The list dropdown menu allows users to add tasks for different lists even if they aren't currently in the list itself, making the creation of a task easier. However, the list dropdown menu will default to the list that the user is currently in. On the bottom left of the create task screen, users can add files, links, and members to the task (IMG 6). They can also manage notifications for the task so if a task is particularly urgent they can add more specific notifications.

Task notifications will default to the user preference chosen in the settings portion of the app (IMG 7). Users can also adjust category and list options (sharing, colors, etc.) within this menu (IMG 8).

Overall, my redesign of Google Tasks makes a few adjustments to the user interface and adds some features that could help with better organizing tasks as well as the potential for collaboration.



IMG 1 – IMG 2 – IMG 3



IMG 4 – IMG 5 – IMG 6



IMG 7 – IMG 8