<table>
<thead>
<tr>
<th><strong>TO DO</strong> individual tasks only</th>
<th><strong>PLANNER</strong> team tasks only</th>
<th><strong>TASKS APP</strong> all your tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prioritize your individual tasks in a just-the-basics app. Check your My Day list for what to focus on today and get smart suggestions for tasks from other lists and apps.</td>
<td>Manage task-based team efforts on a modern, highly aesthetic Kanban board. Enable your entire team to see their tasks in the context of the full plan and monitor progress to stay on track.</td>
<td>Manage all your individual tasks from To Do and team tasks from Planner in Teams. Experience the same basic functionality of Planner in Teams.</td>
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<tr>
<td>To prioritize your individual tasks. To Do automatically recommends what you should focus on and sorts those tasks into the dedicated My Day list each night.</td>
<td>To organize your team around a set of tasks for delivering a larger initiative. Planner keeps everyone up-to-date and encourages the team to help one another.</td>
<td>To bring all your To Do and Planner tasks alongside your Teams chats, meetings and files; also, to push tasks from HQ to frontline locations.</td>
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<tr>
<td>• Getting automated suggestions to focus on what matters most</td>
<td>• Adding structure to task-based teamwork</td>
<td>• Seeing all your To Do and Planner tasks together in one place</td>
</tr>
<tr>
<td>• Coordinating tasks in the context of your emails and calendar</td>
<td>• Monitoring your team’s progress with colorful visual cues and built-in status reporting</td>
<td>• Quickly communicating about tasks with your colleagues in the same app</td>
</tr>
<tr>
<td>• Focusing on your individual tasks without the distraction of larger team efforts</td>
<td>• Helping others on your team understand the full effort</td>
<td>• Managing frontline tasks from corporate</td>
</tr>
</tbody>
</table>

**What distinguishes To Do from Planner and Tasks App:**

- 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 My Day pane
- Separate list of tasks generated from flagged Outlook emails
- Scheduled task reminders and repeatable tasks

**What distinguishes To Do from Tasks App:**

- Your tasks alongside the rest of your team's tasks
- Automated, built-in charts for basic status information
- More task customization options (e.g., labels, comments)

**What distinguishes Planner from To Do:**

- Plans sorted under Favorites, Recent, and Recommended
- Ability to add new plan members directly
- Copy and export plan

**What distinguishes Planner from Tasks App:**

- Custom lists to organize your tasks by specific categories
- More task filtering options

**What distinguishes Tasks App from TO DO and Planner:**

- Access to all your Teams chats, files, etc., in the same app
- Task publishing to push tasks from HQ to frontline locations

**Tasks App:**

- List view in addition to Board, Charts, and Schedule views
- Bulk editing in the List view

If you’re torn between Planner and the Tasks app, use the Tasks app. Besides small feature and aesthetic differences, the apps are similar.