

# Creating a task list

The 'tasklist' macro allows you to create lists of tasks which need to be performed and keep track of who has completed them.

## Things to do

The data for the task list is stored in the Confluence page. Most people will find it easier to add or modify tasks while viewing the page. But if you want to edit or even create the task list directly, you can do so by editing the page itself. Here is an example, showing the Wiki Markup for the above task list:

```
{tasklist:Things to do}
Mary to preview her presentation with the team
Tony to call meeting with investors
Tony to book catering
Mary to finalise presentation with Steve
Everyone relax before presentation
{tasklist}
```

For more information about the 'tasklist' macro, please see the [documentation](#).