

Task Management Made Easy (and Free): Exploring Trello

Have you ever left a meeting feeling like nothing was accomplished? Have you ever wanted to visualize your project and collaborate with team members? In this talk, we'll explore a free task management tool called Trello that you can use to maximize your productivity. Easy to understand, easy to collaborate, and easy to incorporate. No sales pitch here, just an honest look at a tool that makes life easier to manage.

What is Trello?

- Trello is a free task management tool that visually organizes your work and life.
- Think of it like a bunch of sticky notes on a board.
- You can see it on your phone, tablet, or desktop with the Trello Apps.
- There is a premium package, but it's not necessary to access most features

How to Use Trello...

The best way to understand it is to try it!

It's Easy To Get Started:

Step 1: Create a New Board. **Step 2:** Create Your Lists. **Step 3:** Add and Move Cards.

Ideas for Using Trello in Parks and Recreation*

- Take notes during meetings and assign tasks to different people
- Collaborate on ongoing projects
- Prepare for Outdoor Pool/Summer Programming
- Visualize your onboarding and training process with new staff
- Keep track of your own to-do list
- Track public input results via surveys
- Plan out your program ideas, resources, timeline
- Recreation Brochure Development
- Visualize your next big event
- Policy development – starting with the basic policy concept, initial development, board recommendations, city council approval

- Tracking work orders within your facility
- Social Media Planning
- Track Customer Cards/Feedback
- Brain Dump!

*See examples at beckytalksparks.com

Optional Features

- Invite team members to collaborate
- Add Labels to categorize your cards.
- Add stickers or photos to make your cards stand out.
- Choose from over 50+ "Power-Ups" to customize your lists.
 - Connect with Apps like Asana, Evernote, OneDrive, Google Drive, Survey Monkey, Jotform, Dropbox, MailChimp, etc.
 - Utilize features like card aging, card repeater, card snooze, calendar, Voting, and more.
- Change your background.
- Set up Email to Board Settings, allowing you to email tasks directly to Trello

Quick Tips for Collaboration:

- Host a quick how-to session for new users
- Make sure all team members have access to view and edit
- Discuss how you will use and optimize the board
- Have all members subscribe to updates
- Under Settings > Create Team & Add/Remove Permissions

Similar Alternatives:

- Todoist
- SplenDO
- Evernote
- OneNote