Is it a bird or a plane? No, it's task visualization using ◨◨Trello

WHERE THERE'S A TRELLO CARD, THERE'S A WAY…

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Objectives

Share advantages of visualizing work with Trello

Provide a brief intro to Trello

Show ways to integrate Trello with Outlook to erase the email task "black hole"

Moving Beyond the Reaches of Your Brain

The majority of us are visual learners (65%)

We retain more information visually compared to reading alone

If used effectively, electronic task tools can help you remember what you won't remember

No tool works for everyone

Intro to Trello: What is Trello?

"Trello is a collaboration tool that organizes your projects into boards. In one glance, Trello tells you what's being worked on, who's working on what, and where something is in a process."

http://help.trello.com/article/708-what-is-trello

Key Features:

Electronic KanBan or Day Board

Calendar

Notification system

Collaborative tool

Integrates with productivity applications, such as MSFT Outlook and Toggl

Intro to Trello: Basic Layout

Boards   Trello   +   AB **Anthony Brown**

Anthony's Demo Board O' Fun ☆ 🔒 Private   ⋯ Show Menu

Backlog

Tell everyone that attended your Learnapalooza presentation Thank You!

Attend: Time Mgmt and Personal Productivity at X-Mansion 1445

Help with Learnapalooza clean-up

Check some emails and create next actions in Trello

Add a card...

In Progress

Learnapalooza presentation: Is it a bird or a plane? No, it's task visualization using Trello!

Add a card...

Stuck

Check in with NE group about Wi-Fi connectivity at Learnapalooza

Waiting On:: NE person- left VM

Add a card...

Done

Make sure laptop battery is charged

Bring back-up USB drive with presentation
☑ 3/3

Bring list of presentations to Learnapalooza so I don't miss key presenters

Add a card...

Add a list...

Intro to Trello: Card Anatomy

Intro to Trello: Checklists

Intro to Trello: Checklists

Intro to Trello:
Due Dates

Can be set up to send email notifications 1 day before due date

Intro to Trello: Recap

Trello is a cloud-based electronic visual management application

The majority of us respond better to visualizing rather than to reading information

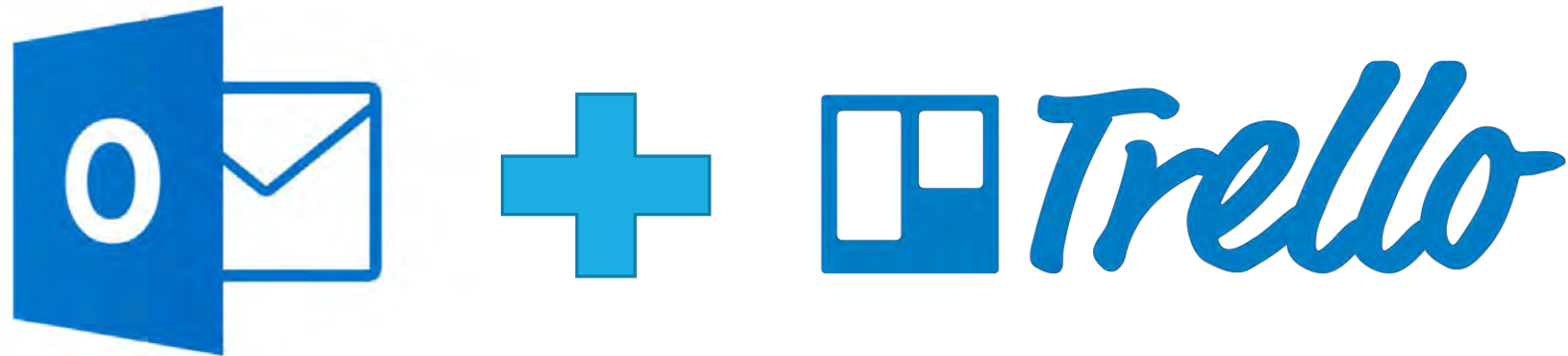Task "cards" can be created to track a single item or a list of related activities

Due dates with email notifications can be attached to these cards

Trello can be integrated with several applications to increase personal and team productivity

Using Trello and Outlook Together

Why?

Struggles with follow-ups vs personal tasks
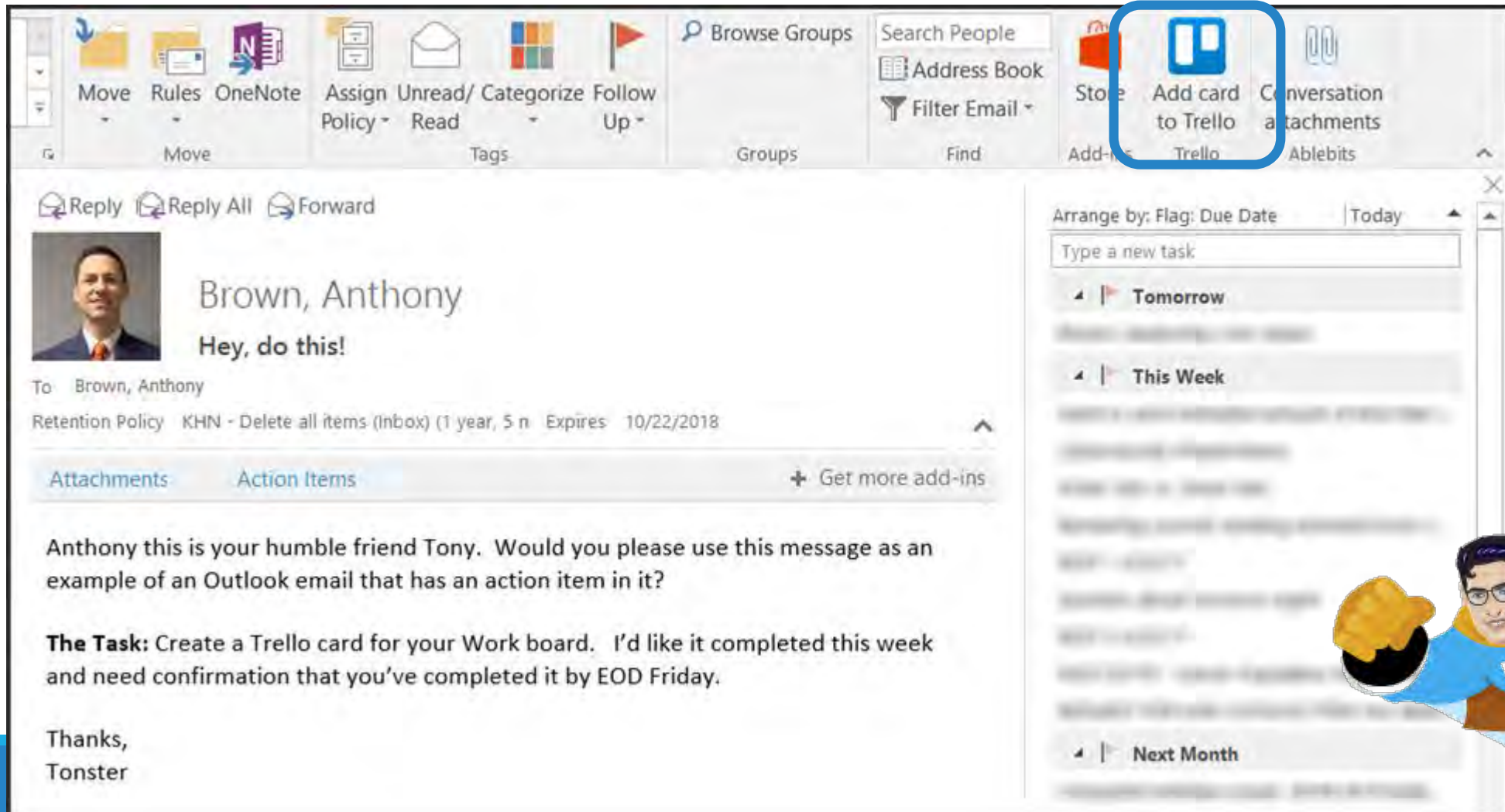
The majority of assignments received are via email (Outlook)

Outlook does not have a mature visual management system

Did not like way tasks presented on mobile device

Option 1: Trello Add-in for Outlook

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Option 2: Outlook Quickstep

Wrap Up

Gain work clarity!

Erase the email task black hole!

Manage your work anywhere!

Extend your brain with Trello!

Extend your brain with Trello!

Q & A

References

Benefits of visualizing work: http://creately.com/blog/how-to-increase-workplace-productivity/

How to create a Quickstep in Outlook: https://support.office.com/en-us/article/Automate-common-or-repetitive-tasks-with-Quick-Steps-a9caf57e-0eb0-4b48-9141-a9904da0aaf9