

Beginner's Guide to Trello

What is Trello?

Trello is a visual project management tool that helps individuals and teams to organize and prioritize their work.

How to Sign Up and Log In

1. Visit www.trello.com
2. Click on "Sign Up – It's Free."
3. You can sign up using your email or Google account.
4. Once done, log in and you're ready to explore Trello!

Creating a New Board

Boards are where your projects live.

1. Click the "Create Board" from the home screen.
2. Give your board a name like "College Tasks" or "Daily Goals" or any.
3. Pick a background color or image.
4. Click "Create Board".

Adding Lists and Cards

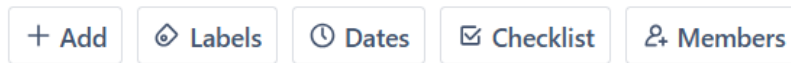
Lists help you organize your tasks.


1. Click "Add a list" to create stages of your project.
2. Add tasks by clicking "Add a card" under a list.
3. Open a card to add more details like notes or files.


Using Labels, Due Dates, and Checklists

Once you've created a card (e.g., **"Daily Goals"**), Trello provides several tools to help organize and manage your tasks. As shown in the image below:


Daily Goals




 **Add** – Add descriptions, comments, or attachments.

 **Labels** – Add color tags like 'Urgent' or 'Completed'.

 **Dates** – Set deadlines and get reminders.

 **Checklist** – Break the task into smaller steps and track progress.

 **Members** – Assign the task to team members or collaborators.

Adding Team Members or Sharing Boards

Here's how to collaborate:

1. Click "Share" at the top of your board.
2. Enter email addresses of the teammates you want to invite.
3. Set their permissions (viewer/editor).

Pro Tip:

- Download the Trello mobile app to manage your tasks anywhere, anytime.
- Use **Power-Ups** to add extra features to your boards.
- These features help you stay organized and get work done faster.