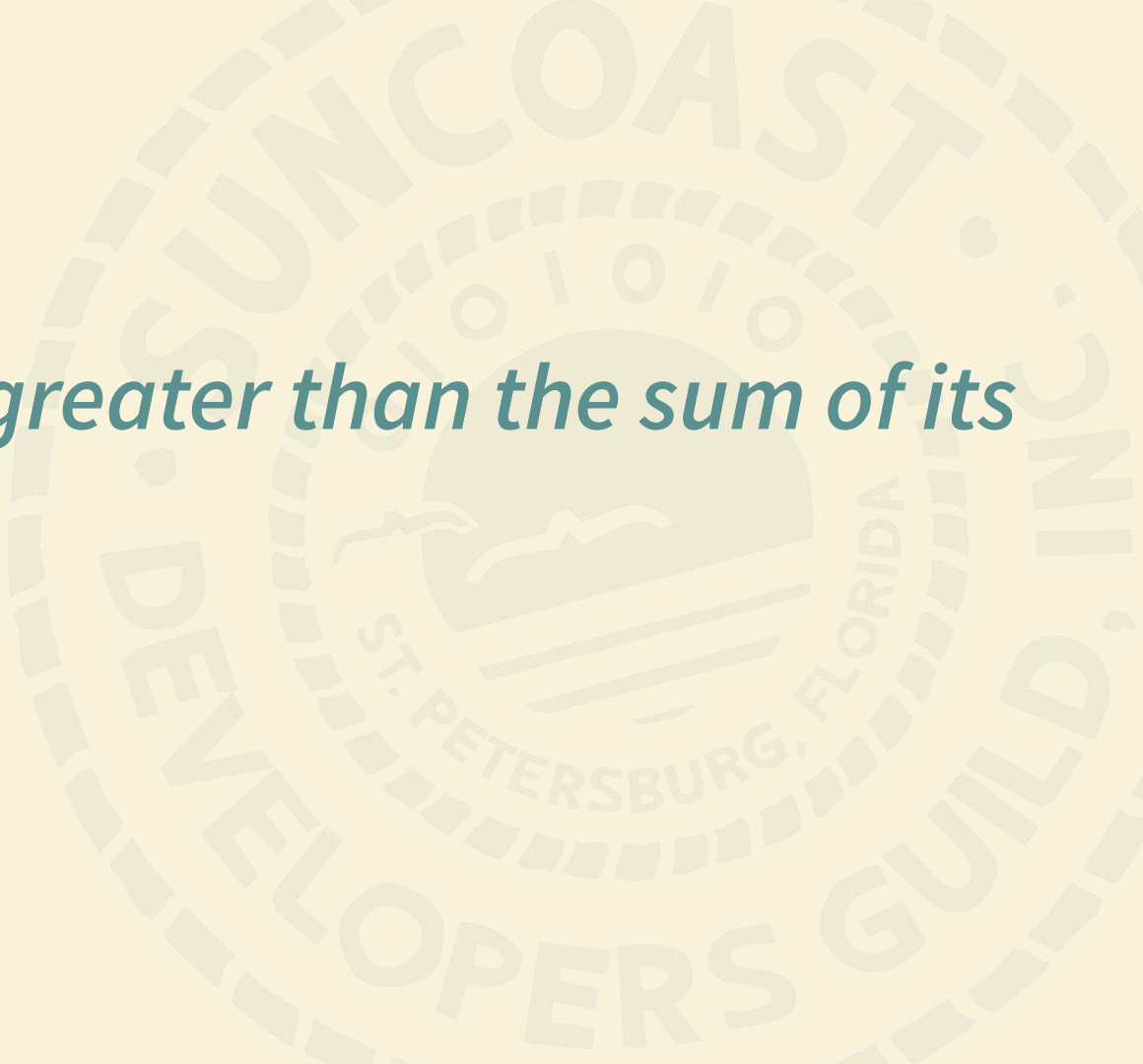# Trello

What is Trello?

- A collaboration tool that organizes projects visually with boards and cards
- Organize information and tasks
- Defined workflows
- Add collaborators
- Increases communication and visibility
- Decreases external communication and bottlenecks

Project Management Tips & Tricks

- Prioritize

- Allow freedom and creativity

- Keep tasks granular

- Leader? Decision maker? Owner?

- Deadlines

- Quick communication and feedback

"The whole is greater than the sum of its parts."

- Aristotle

Build your board

- **Sign up**

- **Your Job Search Board**
    - First and Last name - Job Search
    - Add toni@suncoast.io and katherine@suncoast.io
    - Workflow
        - To Do
        - Doing
        - Applied
        - Ready for Rec
        - In Limbo
        - Done

Build your dream job card

- **Under the To Do card, + Add a card**
  - Company hyphen job title
  - Description
    - Company website link
    - Location
    - Job Link

Steps while applying for jobs

- **Create a card for each job**
  - Add comments:
    - How you applied
      - Online application form
      - Working with a recruiter
        - Add the name of your recruiter
      - Add the name of the contacts you have spoken with
  - Upload your Cover Letter
  - Ping Toni when you are ready for a letter of recommendation

Questions?