**Assignment 1: Personal Task Management**

**Objective**: Learn the basics of creating boards, lists, and cards in Trello.

**Steps**:

1. **Create a new board** named "Personal Task Management."
2. **Add three lists**: "To Do," "In Progress," and "Done."
3. **Create at least five cards** under "To Do" for tasks you plan to complete this week (e.g., "Grocery Shopping," "Exercise," "Read a Book").
4. **Move cards** to "In Progress" as you start working on them and to "Done" once completed.
5. Add **due dates**, **labels**, and **checklists** to some of your cards.

**Assignment 2: Team Project Planning**

**Objective**: Practice collaboration and project management features.

**Steps**:

1. **Create a new board** named "Team Project - Website Development."
2. Add the following lists: "Backlog," "To Do This Week," "In Progress," "Review," and "Completed."
3. **Invite team members** to the board.
4. **Create cards** for different tasks (e.g., "Design Homepage," "Develop Login Feature," "Write Content").
5. Assign **team members** to tasks, set **due dates**, and use **checklists** to break down tasks into subtasks.
6. Add comments and attachments to the cards, such as design mockups or requirement documents.
7. **Use Power-Ups** like Calendar view or integrations with other tools (e.g., Google Drive).

**Assignment 3: Event Planning**

**Objective**: Organize and manage a small event using Trello.

**Steps**:

1. **Create a new board** named "Event Planning - Company Picnic."
2. Add the following lists: "Ideas," "To Do," "In Progress," "Completed."
3. **Create cards** for each aspect of the event (e.g., "Book Venue," "Arrange Catering," "Send Invitations").
4. Assign due dates and use **labels** to categorize tasks (e.g., "High Priority," "Logistics").
5. Create a **checklist** for each card with detailed steps (e.g., "Book Venue" might include steps like "Contact Venue," "Confirm Date," "Sign Contract").
6. **Attach files** such as menus or invitation templates to relevant cards.
7. Use the **Calendar Power-Up** to visualize task deadlines.

**Assignment 4: Learning and Development Tracker**

**Objective**: Track personal or team learning progress.

**Steps**:

1. **Create a new board** named "Learning and Development Tracker."
2. Add lists like "Courses to Take," "In Progress," "Completed."
3. **Create cards** for each course or learning resource (e.g., "Trello Mastery Course," "Advanced Excel").
4. Attach **links** to online courses or upload relevant **documents**.
5. Add **due dates** for when you plan to start and complete each course.
6. **Use labels** to categorize the type of learning (e.g., "Technical Skills," "Soft Skills").
7. Add comments on each card with your notes or reflections after completing a course.