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Trello

What is Trello

Trello is a flexible, easy-to-use project management tool that helps you organize your work and life. With Trello, you can create boards to represent your projects, add lists to organize tasks, and use cards to track progress. It's perfect for individuals, small teams, and large organizations.

Why Trello?

Trello's simplicity and visual nature make it incredibly user-friendly. Whether you're planning a personal project, managing work tasks, or coordinating with a team, Trello's boards, lists, and cards offer a clear overview of what's being worked on, who's working on what, and where something is in a process. Start organizing your projects the easy way with Trello!

Getting Started

1. **Sign Up & Log In:** Visit trello.com to sign up for a free account. We recommend you use the "Microsoft Account" option and use your St. Clair credentials.
2. **Dashboard Overview:** Once logged in, you'll see your dashboard. Here, you can access your boards, create new ones, and explore templates.

Lists and Cards: Organizing Your Projects

- **Lists:** Think of lists as stages of your project (e.g., "To Do," "Doing," "Done"). Click "Add a list" to start.
- **Cards:** Cards are tasks or ideas. Click "Add a card" under any list to add a new task. Here's what you can do with cards:
    - **Add Descriptions:** Write details about the task.
    - **Set Due Dates:** Keep track of deadlines.
    - **Attach Files:** Add documents or images related to the task.
    - **Assign Members:** If you're working in a team, you can assign tasks to specific members.

Creating Your First Board

1. **Step 1:** Click the "Create new board" button on your dashboard.
2. **Step 2:** Name your board (e.g., "Marketing Plan") and choose a background color or image.
3. **Step 3:** Select the visibility for your board: Private (you), Team (select members), or Public (anyone with the link).
4. **Step 4**: Click "Create" to open your new board.

Next Steps

- Experiment with creating boards for different aspects of your life or work.
- Explore Trello's "Power-Ups" to add extra functionality to your boards.
- Download the Trello app on your mobile device to access your projects anywhere.

Resources

- Official Trello Guide - https://trello.com/guide
- Webinar on Trello Premium: https://tinyurl.com/42cwb4td

Download Apps

Apple App
Store

Google Play
Store

macOS

Windows