

## **Collaborating online in Trello**

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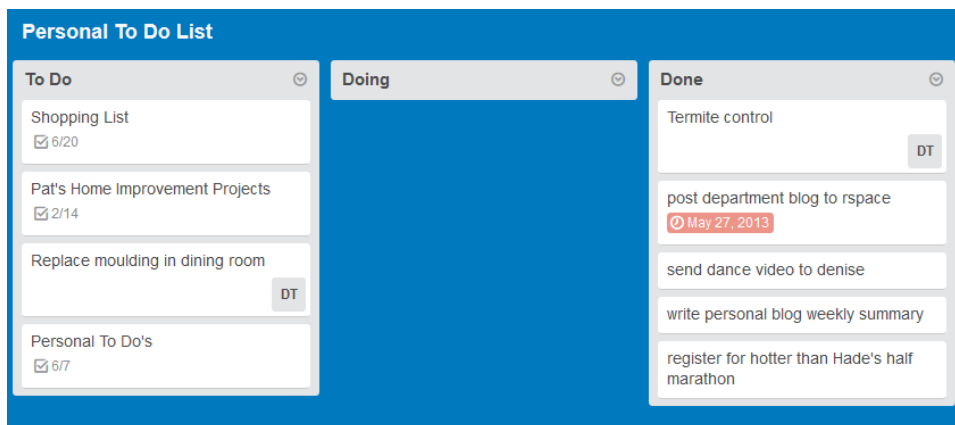
# Planning your projects with Trello

Trello is a virtual, interactive board you can use for personal and business projects, alone and in teams, in private and shared mode.

Disclaimer: We are not affiliated, associated, authorized, endorsed by or in any way officially connected to Trello, Inc. ([www.trello.com](http://www.trello.com)).

## Keeping to-do lists

Keep track of your chores and errands, of reading lists, of travel arrangements, etc. on **To Do** boards.

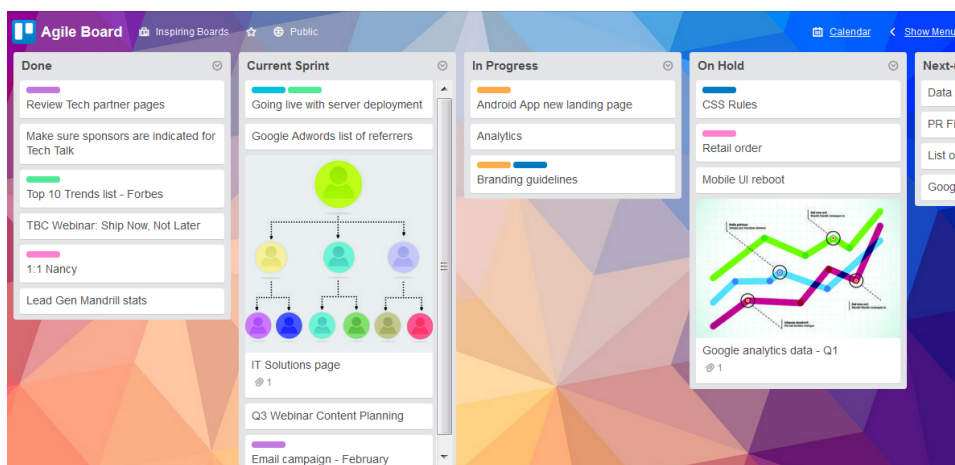


(source: <https://trello.com/b/keLKBhex/personal-to-do-list>)

- Set the list to Private, if you want to work on it alone and hide it even from your groups.
- Add board members (family, friends, students or colleagues), assign them tasks and collaborate on an Organization list.
- Let the community participate, by keeping a Public list.

## Agile boards

When working with agile teams, create an **Agile Board** to suit your workflow.

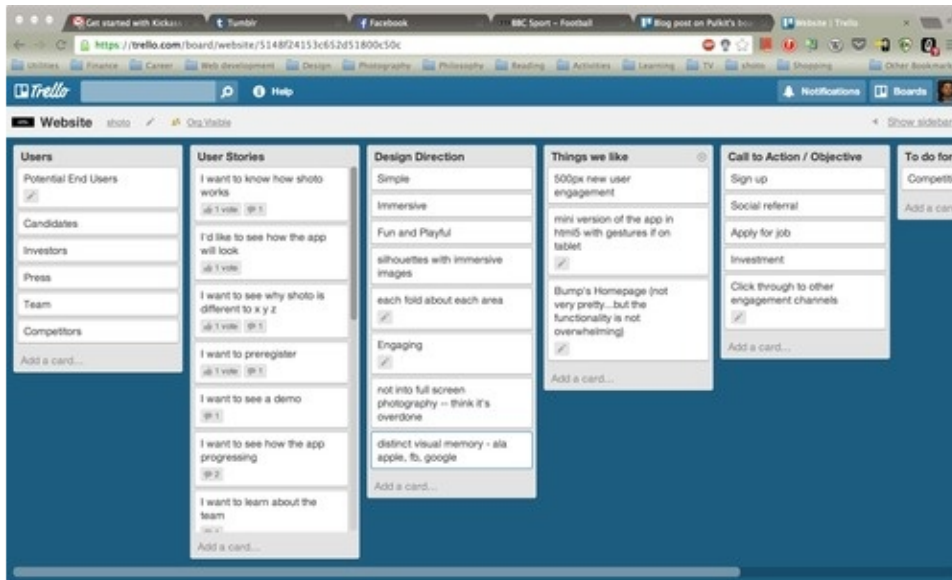


(source: <https://trello.com/b/DnZvFigA/agile-board>)

For example, create lists for Backlog, Current Sprint, In Progress, On Hold, Done, etc.

## Brainstorming

Trello can be used as an interactive brainstorming board, for storing ideas, grouping and prioritizing them.

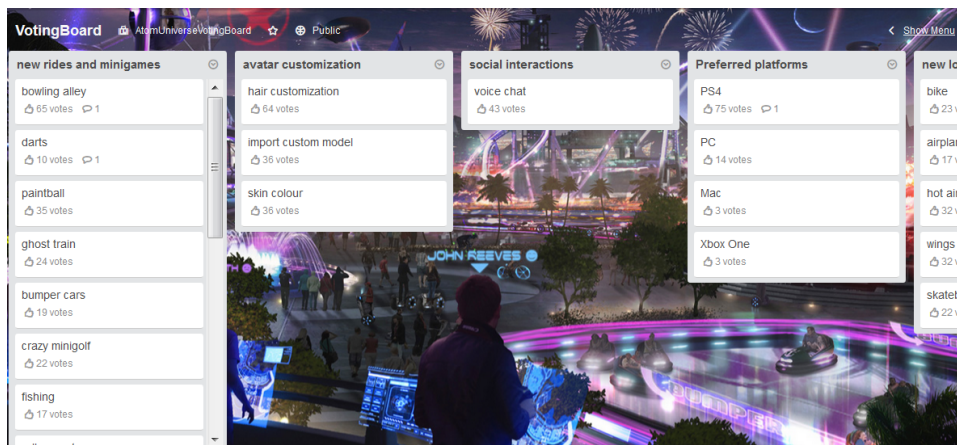


(source: <http://www.quora.com>)

Start by creating cards or lists for each idea, then do card-sorting to create more relevant lists, voting, labeling, etc.

## Voting

Allow members to vote on cards and prioritize tasks and ideas.

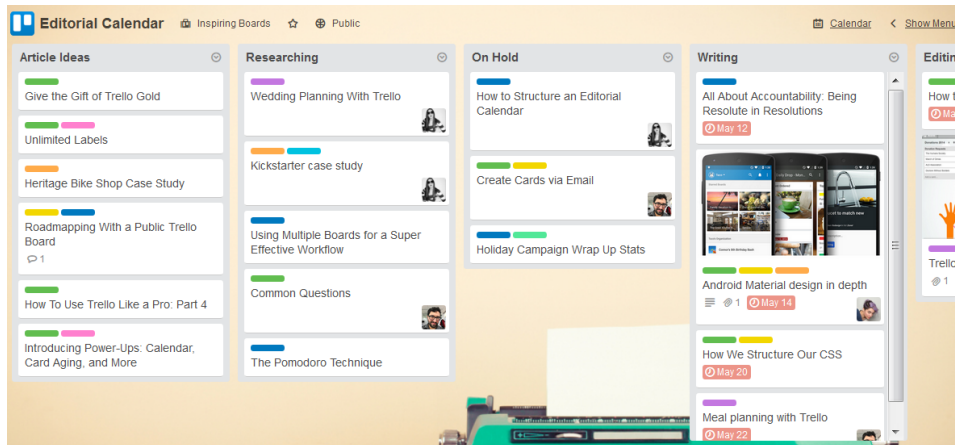


(source: <https://trello.com/b/4WrmVAmH/votingboard>)

Use voting to process brainstorming results, to organize events, to sort lists, to make decisions, etc.

## Writing drafts

When researching and writing content, create a planning board.



(source: <https://trello.com/b/mo04wOm4/editorial-calendar>)

Trello is very useful for lesson plans, workshop plans, editorial calendars, journals, project research, etc.

### Related Links

[More inspiring boards](#)

## **Starting a Trello board**

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**Creating an user account**

**Creating a personal organization**

**Creating a business organization**

**Creating a board**

**Inviting participants**

## **Collaborating on the board**

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**Creating lists on the board**

**Creating cards on the board**

**Assigning members to cards**

**Setting due dates**

**Setting labels**

**Prioritizing by voting on cards**



## **Monitoring Trello boards**

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**Checking activity history**

**Subscribing**

**Creating a calendar**

## **Adding content to cards**

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**Title**

**Description**

**Checklists**

**Attachments**

**Comments**

**Mentions**

## Exporting content from Trello

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**Sharing**

**Printing**

**Exporting**

## **Changing items**

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**Moving items**

**Copying items**

**Archiving items**

**Deleting cards**

**Closing boards**

## Examples of boards

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## Shortcuts and tips

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