



Make a list of all the tasks required to achieve your goals

To-do List

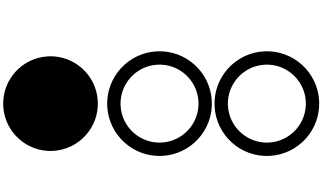
Get a better overview of all the tasks you need to do to achieve your goals. Keep track of your daily tasks. Recover control when chaos arises. See progress when you check off tasks.



PEOPLE
1 - 10



TIME
30 minutes



DIFFICULTY
Beginner

AGENDA

- 1Goals and Tasks
- 2To-do
- 3In progress
- 4Done

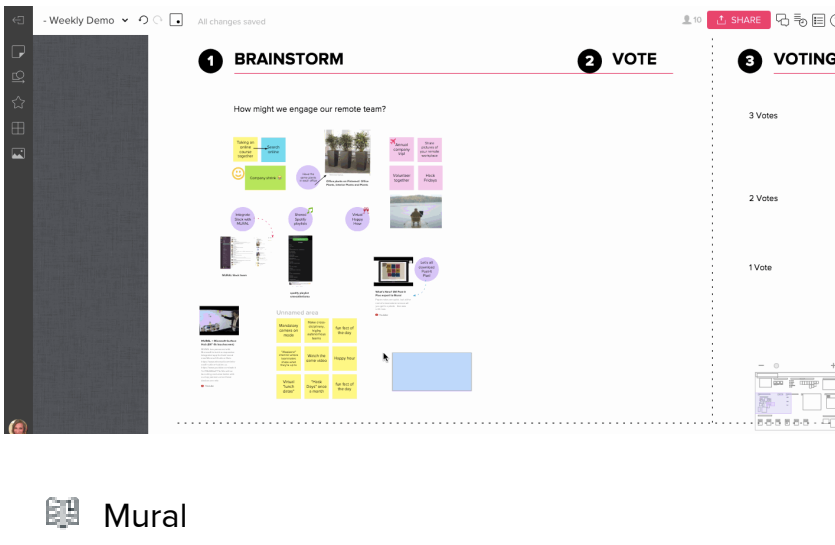
TOOL TIPS

Duplicate objects between murals

1. To select, hold SHIFT or CMD/CTRL and click on individual objects.

2. Copy (CTRL/CMD + C) the objects you want to duplicate.

3. Paste (CTRL/CMD + V) or duplicate objects (CTRL/CMD + D).



Change canvas size

1. Enter a mural.

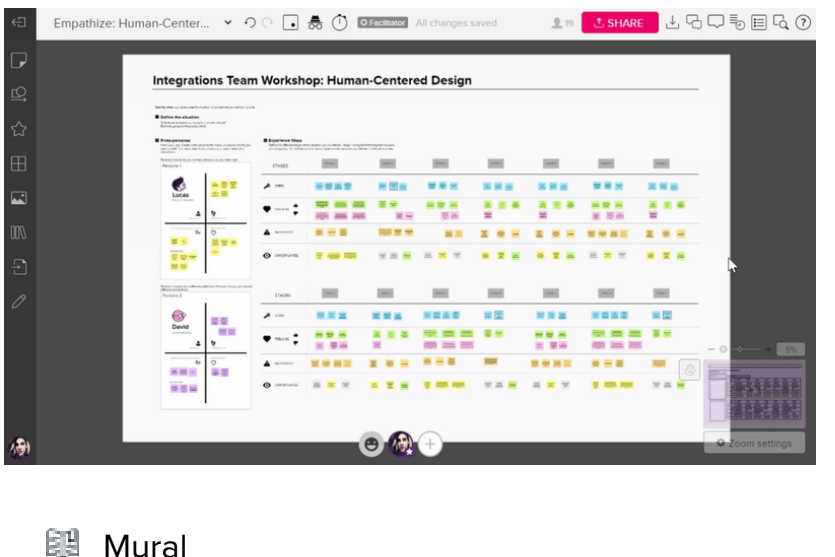
2. Right-click on a blank part of the canvas.

3. Select **Edit Mural Size**.

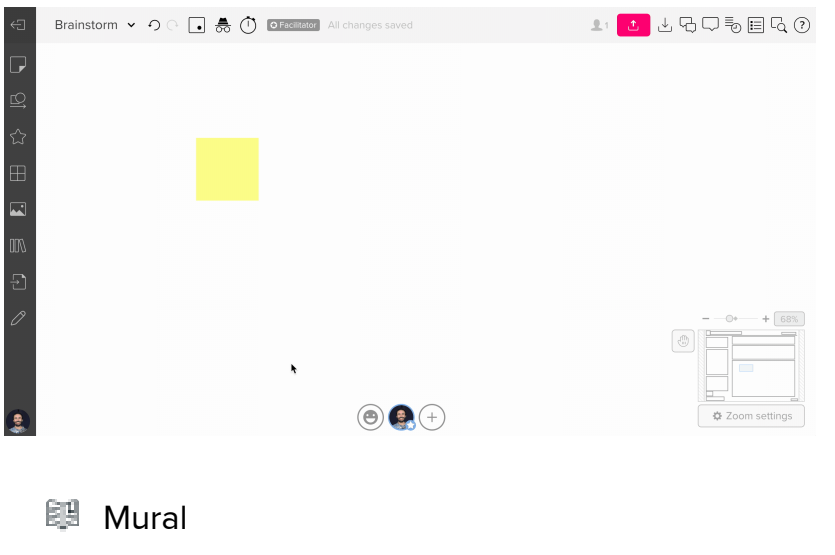
4. Choose to extend the canvas horizontally, vertically, or choose your own custom size.

5. Click **Save**.

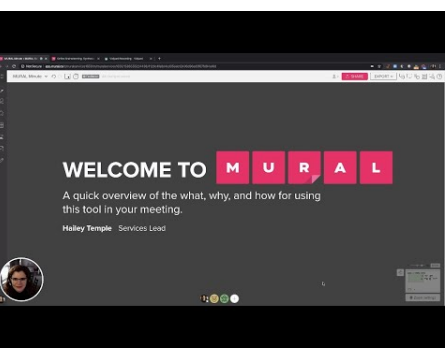
Or, you can change the canvas size by dragging along any of its edges.



Press the TAB key in a selected sticky note to add multiple sticky notes of the same type in a row.

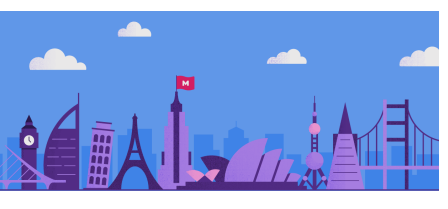


RESOURCES



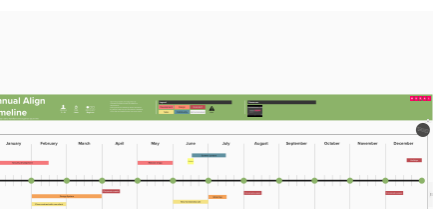
Welcome to MURAL. Know what, why, and how to use MURAL before your meeting.

Youtube




Using the Jira Cloud integration

Mural



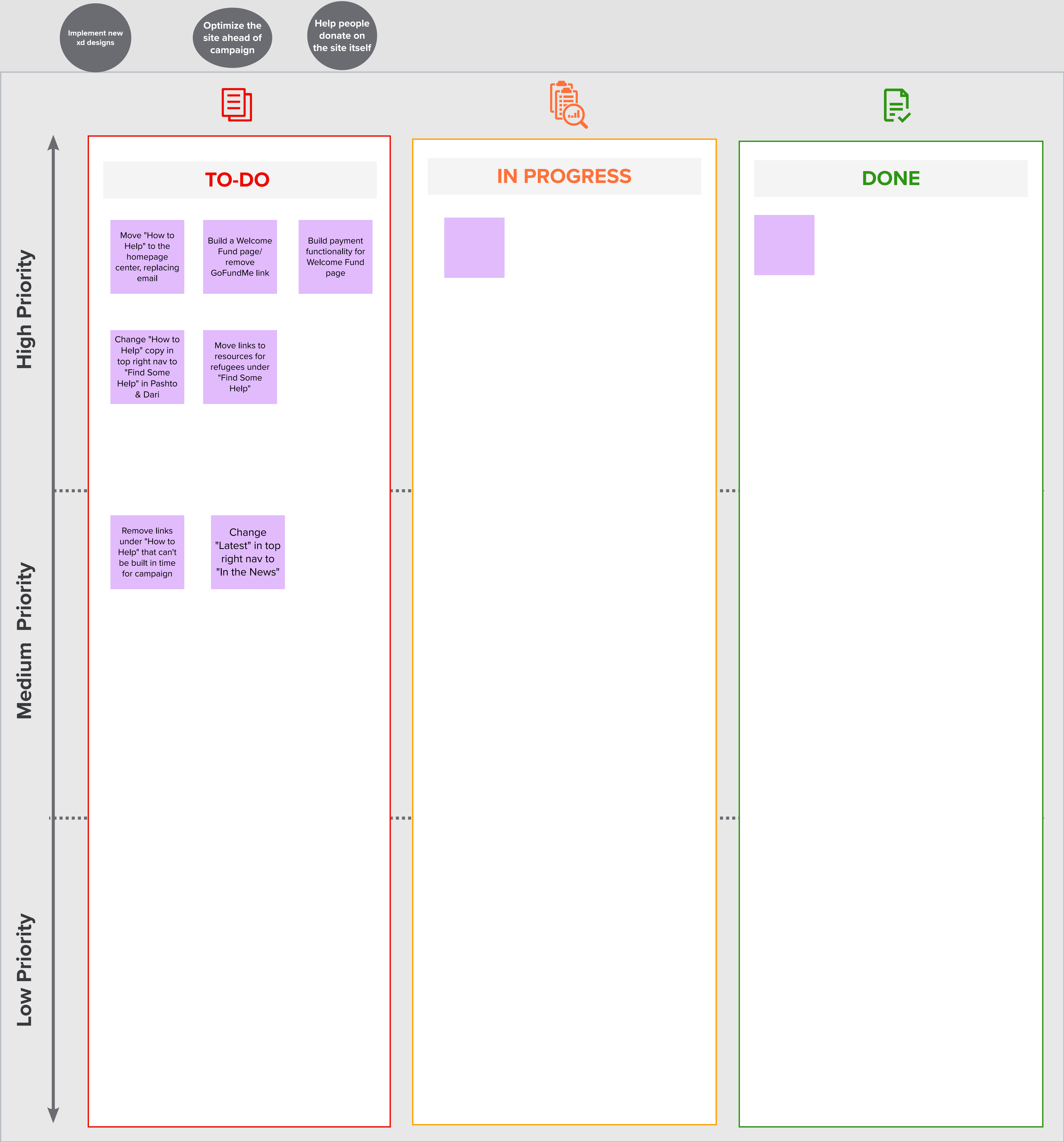
Annual Align Timeline

Mural



Quarterly Planning Timeline

Mural



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