

Cry for Help

Computer Tips & Tricks

ToDo Lists

Do you use scraps of paper, or Notes on your phone, or your memory? ... OR ... even worse, do you get frustrated and simply forget stuff.

Well not any more, let me introduce you to Trello. This software is available on a browser or as an app on your phone. It is free and it is fantastic.

You can use it as a simple list of tasks or as a project management tool to help you manage a complex project.

You start with setting up BOARDS, these are categories of ToDo Lists, eg Personal, Family, Work etc.

Then on each Board you add your ToDo Lists or Goals to be achieved eg Replace side fence, Arrange Christmas work breakup etc.

Each ToDo list is then made up of the tasks required to complete it – called Cards. These cards are where the power is because you can share the card with others who are going to help you with the task, you can add attachments and a due date, even add activity comments for the progress of how it is going, problems along the way etc.

There are also lots of other features like customising the background image, flagging favourites, labels and checkboxes. This is both a serious work tool and a simple to use set of lists for home use.

Something I discovered a long time ago, is that by clearly documenting what needs to be done, you free your memory up and you can relax more. It is more than just goal setting, it is about all the rungs on the ladder, in what order, with whose help, to achieve that goal.

www.trello.com – give it a try

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