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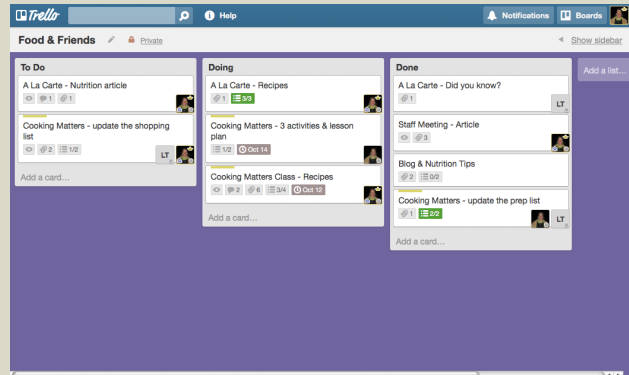Tech Tools Presentation
November 4, 2013

Trello
trello.com

Trello organizes anything!

Trello is a versatile, easy to use organization tool that provides an at-a-glance view of the status and progress of your work - tasks that have been completed, yet to be started, and tasks that are in process. See to whom tasks are assigned and which are unassigned. For more organization, Trello's color-coded labels allow you to correlate tasks regardless where those tasks fall along the progress of the project.
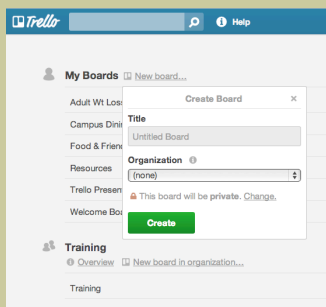

Trello uses boards, lists, and cards. Create a board to organize your rotation projects and store your work samples, to organize and track continuing education and certifications, clients, projects, recipes, resources, and more. Use Trello's default lists (To Do, Doing, and Done) or create your own relevant lists to track your work. Each list contains cards; create as many cards as you need. Cards can contain checklists, comments (including URLs), and documents. Assign cards to clarify who's working on which task. Keep your efforts on track by assigning due dates. When you're finished with a card, drag it from Doing to Done!
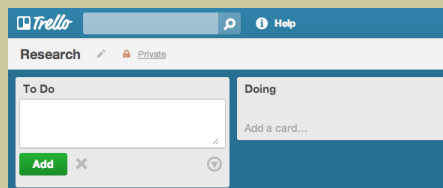
Need to reorganize your work? No problem! If you decide a set of cards needs to stand alone, just create a new board and move cards and lists to the new board. Cards can be cross referenced between different boards, as well.

Trello apps are easy to use and provide nearly all the functionality available on the web. Trello apps are available for Android, iPhone, iPad, and Windows Tablet.
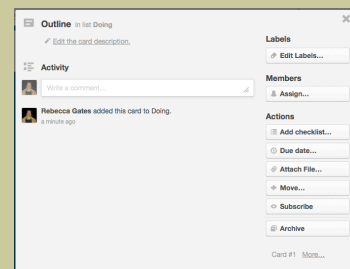
Organizing is easy!

1. New board...

2. Add a card...

3. Open the card and get specific