10

Steps to MANAGE LIKE A PRO WITH TRELLO



Register

Trello has three main components: boards, lists, and cards. A board helps manage a specific project, and it's organized into columns known as lists. The tasks within each list are referred to as cards. When you first access Trello, you'll find a pre-existing board called the Welcome Board, which provides a quick introduction to the tool.



Your First Board

Take a moment to divide your project into specific goals or topics. Try to limit it to no more than five, as too many can make your board cumbersome and difficult to navigate. These will serve as the names for your lists, so click 'Add a list' and input each name. It's also helpful to create a list titled 'Complete' to track your accomplishments so far.



SMART Tasks

Hover over a card, and a pencil icon will show up. Click it to edit the text and adjust other settings. Labels are a useful way to include additional information; there are six default labels that you can rename by clicking 'Change label names for board.' You can also assign a deadline for each card. To do this, click the pencil and choose 'Change due date.



Add Stickers and More

When you finish a card, just drag it into your 'Complete' list. You also have the option to archive cards, which removes them from your current board and place them in a temporary storage area. To retrieve them later, go to the Board menu, click 'More > Archived Items,' use the Search function to find a card, and click 'Send to board' to bring it back.



Work Together

If you've invited others to join your board, you may want to stay updated on their activities. From the Board menu, click 'More > Subscribe,' and you'll receive an email notification whenever there are changes. Congratulations—you've successfully broken a task into manageable pieces, organized all the necessary information in one place, and even enlisted the help of friends!

Sign up at Trello.com

You can set up an account or use a Google account.

Look out for an email from Trello to confirm your account.

Welcome Board



Type a name for your new board and select a privacy setting based on whether you want others to be able to view it. Click 'Create' to proceed. The default background color of your board is blue, but you can choose a different color by using the 'Change background' option on the right.

4 Create Lists



Now, it's time to break each list down into individual tasks (cards). Remember the acronym SMART, which stands for specific, measurable, achievable, realistic, and time-bound. For instance, 'Work on project' is too vague and would be better as its own list, with cards like 'design homepage layout' and 'select color palette' under it.

6 Make Changes



Stickers can enhance your board and highlight important cards. From the menu, choose 'More Stickers' and then drag an icon onto any card. Clicking on a card will provide additional options. While it's best to avoid overwhelming your board with too much extra information, adding comments can be helpful for noting anything particularly important.

8 Archive for Later



One of Trello's standout features is the option to share boards with friends and family. To add someone, they must be registered on Trello, and you need to know their username. From the Board menu, select 'Add members' and search for their name or email address. Once you've added them, click on a card and select 'Members' to assign that task to a specific person.

10 Keep Current

