

10 steps to MANAGE LIKE A PRO WITH TRELLO



1 Register

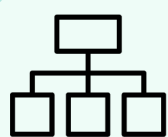
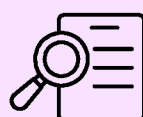
Sign up at [Trello.com](https://trello.com)

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

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

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.

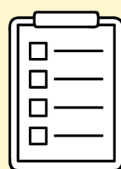
2 Welcome Board



3 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.

4 Create Lists



5 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.'

6 Make Changes



7 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.

8 Archive for Later



9 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!

10 Keep Current

