

TIME/ PROJECT MANAGEMENT

Trello

AUTHOR: Juan Guzman-Morales

DATE: 04/24/2023

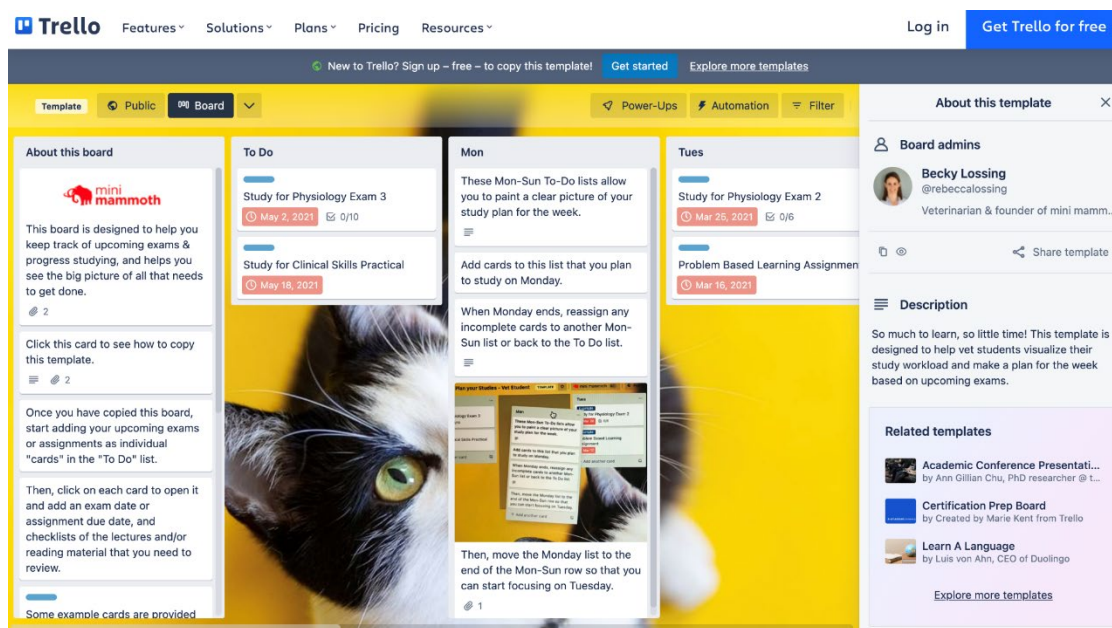
As we are approaching the end of the semesters and students are stressed trying to complete their final projects, studying for the second to last exam before the final, or trying to find resources for their 5-10 page paper they were supposed to be working on throughout the year. I wanted to suggest another time keeping application to help reduce the stress of the fast-approaching deadlines. Trello Board is a productivity powerhouse that puts all your "To-Do's" in the same place! As the name suggests, this application is sectioned into boards where you can keep tasks organized and workflow moving. You can see everything from the "Things To Do" to "Doing" and eventually to "Things Done" at a glance! Trello Board has a free option and tiered paid options, \$5, \$10, \$17.50 (For Enterprise/Business).

Reference: <https://trello.com/home>

Features:

- Invite people on your projects or work on notes together.
- Make a list of individual tasks.
- Each person can make a card/board.
- Can add due dates since it has a built-in calendar.
- Move things from "To Do" to "Doing."
- Help build your "Business Goals."
- Add attachments and make checklists.
- Can be used to keep track of group projects.
- Very easy to do! They even have fully automated templates, which you can customize to fit your specific needs!

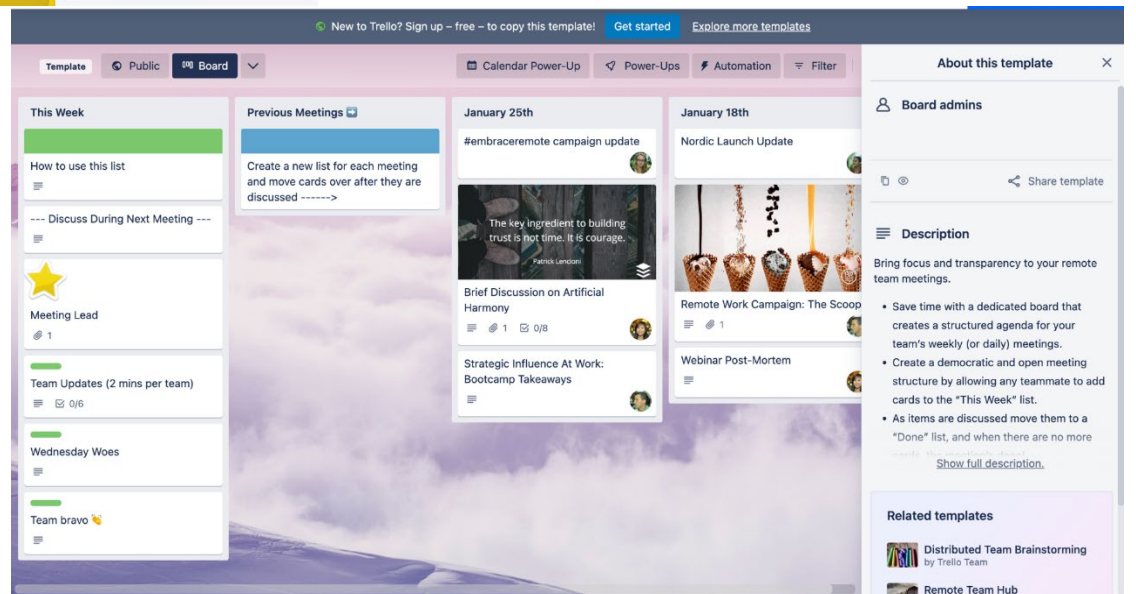
If you have any questions or concerns, you are welcome to contact me through email at juan.guzman-morales@nsc.edu.

**For Students!**

- Keep Track of your assignments and your To-Do's for all of your classes!

For Buisness!

- Make those hiring committee meetings fun! Easy! Everything in all one place! Remember, you can add attachments and even export the Trello calendar to Outlook!

*Helpful Information about the DRC!***Contact Us!**

Located: Roger's Student Center 123

Phone: 702-992-2180

Email: DRC@nsc.edu**Follow us on social media!**

Instagram/Facebook: @NSC_myDRC

DRC Website:

nsc.edu/DRC**More Information!**

If you have any questions or concerns, you can contact me through email at:

Juan.Guzman-Morales@nsc.edu