**trello-1**

**Michael:** [00:00:00] All right. Well, in the next few minutes, we're going to take a look at Trello. Now, Trello is a free web based piece of software that you can use to help you organise your time specifically in relation to numerous projects that you might have on the go. It's quite nice because not only can you use it to organise your own time, but you can link into a Trello board with several other people who are also engaged in the same project as well.

And you can sign up for free. I've gone in using a Google account. So I just have a Gmail address. That's just allowed me to create a free account using my, uh, my Google email address there. Okay. I'm going to ignore these templates for now. This is what you'll tend to see when you first start using Trello, I'm just going to go down and create a new board.

All right, let's give this a title. Let's call it something like test and create board. Okay. So here we are in our first Trello board and we can see that pre-populated we have got three columns here. We've got to do, doing and done. Now you can add your own columns. These are just some suggestions to get you started.

But what this will allow me to do is just demonstrate a very simple workflow that you can use. If you're interested in using something like Trello, to organise all the tasks that you need to do in relation to a specific project. Okay. So the example I'm going to use here is just a silly example so that we can see the interface, uh, I'm going to go up to, to do

and I'm going to imagine that I'm going to task myself with redecorating my entire house and I don't know how to do it. So I've got to kind of build in the research for doing it properly as well. I could start to put things down into my to-do list on the left-hand side. So for instance, I might need to buy some paint.

I can add that card. I might need to go ahead and research the appropriate tools for a particular job, uh, I might need to watch some online videos so I can actually know what I'm doing properly. You know, you can keep on adding these items down on the left-hand side. We can have a short title

for our card, but we can hide a load of assets inside so that as we start dragging these cards left and right between these different columns, all the work we've done inside those. Those cards goes, uh, into its new location, uh, in this board here. So for instance, I could go into watch online videos here.

When I get in here, I could do all kinds of things I could add in an attachment for instance and you've got a lot of options there, including getting items from a popular cloud-based services, but I could just, for instance, go in here and just drop in. Uh, online link to a YouTube tutorial. I'm like call this, uh, tool video there and I can attach that quite easily in there.

Okay. And that would just automatically launch in YouTube when I clicked on it. I could add in a checklist if there are particular checklist items that I needed to add in.

So now I've got this checklist here and I can go through and I can make a list of all the different video types that I need to watch

and all these different tasks that I could add in here to make sure that I'd covered all the basics and I could tick those off as I go through them as well. If I went in and pasted an image into here, I could add that in. So what I did is I right, clicked into description and I just went to paste and that will automatically just assign any photo that you've gotten the clipboard to the cover there, which is quite handy.

So, uh, you know, I could even go in and write some detailed notes in here about the particular tasks that I need to do. I quite like to add labels to things as well. And at the moment, these labels are not assigned. So I could click into any of these labels and give them names. You can use these however you like, but I might do something like click into the red colour code and give it a name like important just in case I wanted to do some prioritising within my list

so now that I shut this down, I might want to drag that one to the top of my list because it's got that colour code assigned to it. So, you know, it's really entirely up to you, uh, how you use those. You do get this quite nice visualisation to show that we've got a couple of attachments in there and that there are three steps to completing this particular task as well.

Now, the idea is that as you start assigning yourself, these different cards, as you start working through the process, you can basically put them into your doing column there and then obviously at the point that you've got them done, you can drag them across to the right-hand side and you get this very visual overview of how your project is going.

That's just based on those three columns, but of course, you know, you could have different themes at the top. It doesn't just need to be, to do doing and done. It might be a number of projects you're working on and you might want to put the name of that particular project at the top of the screen. I've given it a bit of a bland title there, but, uh, you get the idea.

We can add that in and you can go ahead and create cards in there. In that instance, you might want to use the colour codes to define whether it's to do doing or done. And, you know, that might be visually just a little bit easier for you to manage. As I've said, you can invite people as well. So assuming that the other people in your project have Google accounts or, well, It doesn't have to be a Google account to get yourself into Trello.

There's lots of ways to sign up, but they need to have a Trello account. You'll be able to see the same board and collaborate on a project and assign different cards to different people, depending on which parts of the overall project they need to work on. One other quite nice option is the opportunity to add dates to these elements of my project as well.

So if I now go to research tools and click on it, you'll find that you can go in and actually add some completion dates to that as well. So we can have a due date set for that. Uh, let's actually go in and change that to the 29th. Three o'clock, we're going to get a reminder for that the day before and what you should find is as you close that down, you can see you've got the due date written on there as well.

And if you're using this kind of system for managing your time regularly, then you are going to get reminders about that. What's probably quite a good idea if you do get some value out of this way of working is to install the Trello app as well. So everything that I'm showing you that you can do here.

You can do it by the phone app as well. So wherever you are, you're connected to your project and you can quickly add and rearrange things on your phone screen, and that will automatically update your Trello account. When you log in on your computer later on.