



STATE COURT ADMINISTRATIVE OFFICE

REGIONAL QUICK TIP

Simplifying Time and Task Management: There's an App for That

Managing tasks and projects in a way that keeps everyone on the same page can be difficult for judges and administrators alike. Fortunately, numerous user-friendly apps and programs make this easier. Two examples are [Microsoft To Do](#) and [Trello](#). “[To Do](#)” allows users to add and organize tasks easily and synchronizes to an Outlook calendar.

[Trello](#) makes collaboration easier by allowing users to post notifications under various projects and tasks. Others can sign up to only receive notifications on the tasks or projects relevant to their role.

There are numerous other inexpensive examples of apps that simplify task and time management.

Please contact our office with any questions or concerns. We hope you all have a safe and happy holiday season!

We welcome your suggestions for future Quick Tips. Please send them to us so that we can share with your colleagues.

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