

## CARD 4 – Task Management: Bitrix24, Trello

Programs allow you to automate workflows, assign tasks, and visualize project progress.

### Team Members – Task:

- 1) • What tasks do you feel are most repetitive in your daily work?  
Think about your typical day—what tasks take up a lot of time but could be easily automated?
- If your project had an “AI assistant,” what would you want it to do for you?  
Imagine AI helping you with your daily activities. What would be the most useful support? Would it track your tasks, send reminders, or generate reports?
- How could you stay more organized using AI tools without feeling overwhelmed?  
Reflect on your current task management system. How could AI help without overloading you with notifications or tasks?
- What types of repetitive communication could AI handle (e.g., reminders, progress updates, feedback requests)?  
Look at the communication flows in your projects. Could AI help by automating check-ins or following up with stakeholders?

1) In our daily routine, reminding people about deadlines, checking who finished the task. Also, updating our shared document every day feels like a waste of time when it could be automated.

2) we'd want the AI assistant to send friendly reminders, help assign tasks fairly, and summarize progress weekly.

3) we could set up simple boards in Trello with only 3 columns: To Do, Doing and Done.

4) AI could help with sending weekly reminders and updates without us writing them again and again. Also check in automatically with members who are late on tasks.

5) In our current projects, we forget to follow up sometimes.

An AI system could send a message 2 days before the deadline (that would prevent delays)