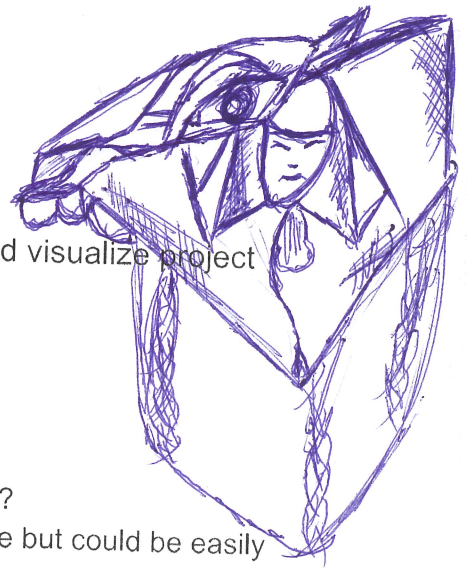


## CARD 4 – Task Management: Bitrix24, Trello

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?
2. + • 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?
3. + • 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?
4. + • 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. Planning, emails, answering work messages, (FAQ), posts for social media
2. I would appreciate if AI could help me with reminders, like post ideas, schedule posts, automatically put some to do's every day
3. By using management tools for tasks and deadlines and reminders
4. automatic reminders for team members (meetings or deadlines). replying to common questions

**CARD 4 – Task Management: Bitrix24, Trello** - streamline workflow some time.  
Programs allow you to automate workflows, assign tasks, and visualize project progress.

### Project Leaders – Task:

1. • How could you automate repetitive tasks in your project?  
Think about processes that take time but don't require much creativity or decision-making (e.g., assigning tasks, sending reminders).
2. • What types of tasks could you prioritize using AI tools?  
Identify key project milestones or critical deadlines and brainstorm how AI could help track or manage these tasks more effectively.
- What project workflow could you simplify to save time and effort?  
Consider aspects of your workflow that could benefit from more structured, automated processes. For example, scheduling meetings or collecting progress reports.
- How could automation free up time for more creative or strategic tasks?

1. division of power - assign tasks based on team member roles.  
use automation rules for that.  
to automatically perform an action when sth happens.  
time management e.g. deadline notifications - -  
Status updates - using bots, or automated forms to track the productivity.  
Task creation of templates - e.g. if some kind of project was once completed, keep the template to save time on the next one.
2. Automatically flag critical deadlines, or milestones.  
using AI powered task detection.
  - Analyze data, and show who is free at the time for a task to be assigned.
  - Predict task delays based on previous performances.

3. What workflow should be used?

- Automated time schedule sync'g.
- Generate agendas based on given tasks and deadlines.
- Rather than keeping track of the employees by org, it could analyze itself.

4. spend less time on analyzing tasks, schedule,

Focus on ~~strategy~~ planning, innovation  
and energy/time for collection.