CARD 4 – Task Management: Bitrix24, Trello
Programs allows you to automate workflows, assign tasks, and visualize project progress.

Team Members ◆ Task:

- 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)
- Writing repetitive emails (e.g., updates, reminders)
- Assigning and tracking responsibilities (collecting tools)
- Writing and scheduling social media posts
- Sending reminders and follow-up messages
- Gathering workshop feedback
- Creating and distributing certificates.

2)
- Automatically assign and track tasks
- Schedule and post on social media.
- Send reminders
- Generate workshop feedback forms.
- Design certificates.

3)
- Use an AI-powered dashboard
- Limit notifications on priority-based reminders
- Set weekly overviews instead of constant alerts
- Let AI tools simplify complex tasks like content creation and reporting. (AI Generating). Pro version...