

## CARD 4 – Task Management: Bitrix24, Trello

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

### Project Leaders – Task:

- 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).
- 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. • Set a reminder that will be sent to our participants before workshops,  
• Schedule and automate social media posts to constantly engage our audience.
2. • Writing e-mails with AI  
• Analyzing feedback data  
• Drafting social media posts or workshop summary
3. Milestones:
  - workshop planning
  - recruitment and promotion
  - delivery of each session
  - final showcase and evaluation
4. • communication with participants (whatsapp group)  
• generating feedback summaries with GPT  
• automatically generating to-do lists
5. By that we can focus on:
  - improving workshop content
  - supporting individual participants