DIGITIZE YOUR TO-DO LIST:
A Librarian's Guide to KanbanFlow

Ditch the Paper
Access your board on desktop, tablet or phone
Easier prioritizing with drag and drop tasks
Limit items "in-progress"

Recurring & Sub-tasks
Schedule your recurring tasks be they daily, weekly, or monthly
Divide lengthy tasks into sub-tasks so you can better visualize your progress

Time Tracking
Use the Pomodoro technique to increase focus and productivity
Alternately, use the stop watch or log manually

Dates & Deadlines
Set due dates and reminder email notifications for tasks with deadlines.
Choose start dates and columns, as well as target columns for end dates.

Customize & Organize
Use colors to categorize the types of tasks on your board. This allows for quick visualization of to-do, work in progress, and accomplishments.
You can also provide descriptions for color categories.

Assign & Collaborate
Assign tasks to team members and collaborate on progress.
Easily filter your board by user, label, color or due date.

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Try it at kanbanflow.com