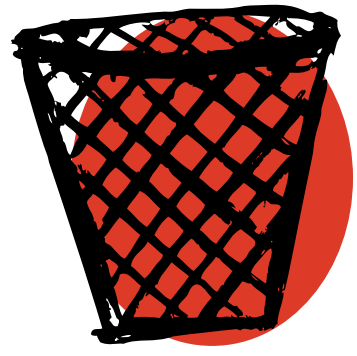


DIGITIZE YOUR TO-DO LIST:

A Librarian's Guide to KanbanFlow

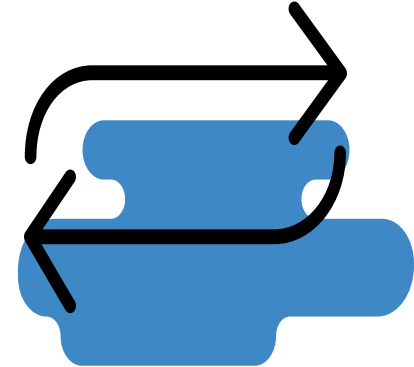


Ditch the Paper

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

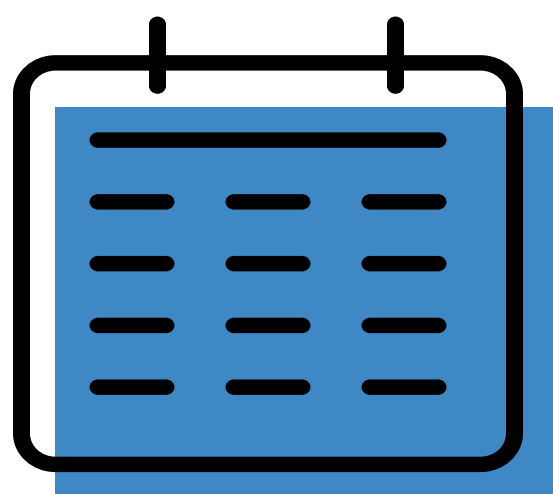
Divide lengthy tasks into sub-tasks so you can better visualize your progress



Time Tracking

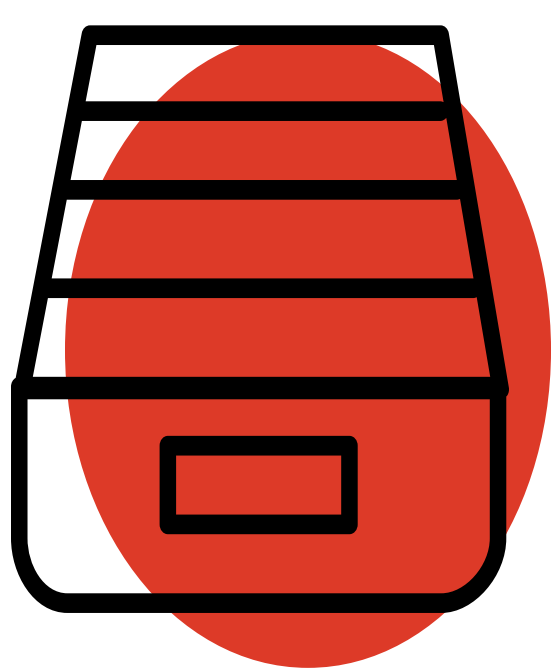
Use the Pomodoro technique to increase focus and productivity

Alternately, use the stop watch or log manually



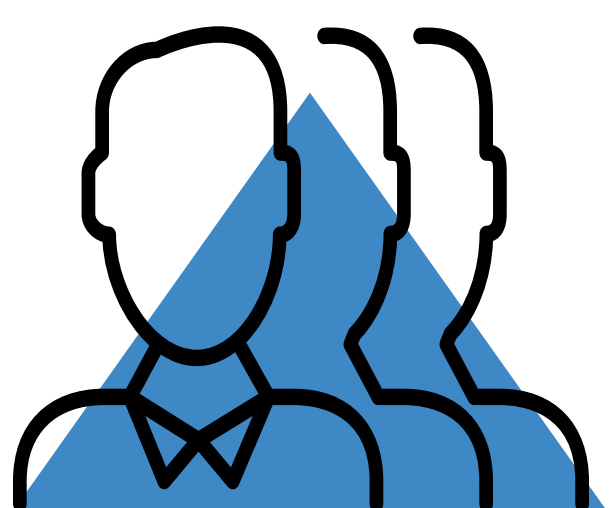
Dates & Deadlines

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.