



Cheat Sheet

How to Make Trello Become Your Best Friend

Full article:

<http://www.marketingforowners.com/make-trello-become-best-friend/>

1. Sign Up And Connect

- **Sign up** for a free Trello account [here](#)
 - Connect your Google account to **integrate with Google Calendar** etc.
- **Download the app** to access Trello everywhere

2. Creating Boards

- Think of **each board** as **every individual project, meeting, or errand** you have
 - Give the board a title
 - Add the board to an Organisation (optional)
 - Set the board a private or public (the default is private)
- **Star important boards** such as projects in progress (they'll **move to the top** of the dash)
- **Archive boards** so that they don't clutter your dash

3. Customise Your Cards

- Create a card
 - Add a due date (if applicable)
 - Add any members you want to share it with

- Add labels, checklists and attachments if required
- Add notes to the comments field (other members can do the same)

4. Add Power Ups

- Click on “Add Power Ups” from the menu on the right when a board is open
- Power ups include:
 - **Voting:** Allow people to vote on your cards
 - **Card Aging:** “Ages” cards that have not had any activity in the time specified
 - **Calendar:**
 - Keep track of deadlines
 - **Automatically add deadlines to your Google Calendar** or similar
 - Other free features include **colour coded labels, filtering, copying, and print/export**

5. Cut Time By Using Shortcuts

- Shortcuts include:
 - N — Add new card
 - M — Add new member
 - C — Archive a card
 - D — Set a due date
 - T — Edit title
 - V — Vote on Card
 - S — Subscribe to card
- For a complete list of shortcuts, see the [Trello Shortcuts page](#)