Erasmus+

ProVol Digital
Professional volunteer management
and training through digitalisation
2021-1-DE02-KA220-ADU-000033576

Google Tasks

Information about the tool		
Target group:	☒ Administration/Management ☒ Coordinators ☒ Volunteers	
Category:	☒ Online Tool ☐ Learning platforms ☐ Software/ Desktop application	☐ (Social) Network ☒ App ☐ Others
Work area:	☒ Project Management ☐ Communication Management ☐ Video Conferencing ☒ Collaboration/Team Work ☐ Self-Management ☐ Marketing	☐ Personnel Management ☐ E-Learning/Knowledge Management ☐ Financial Management ☐ Presentations/Learning Material Development ☐ Others
Language:	English (and a lot of other languages)	
Previous knowledge/Degree of complexity	Easy use.	
Link:	https://play.google.com/store/apps/details?id=com.google.android.apps.tasks https://apps.apple.com/de/app/google-tasks/id1353634006	
Provider:	Google	
Brief Description:	Tasks can be managed, collected and worked on anytime and anywhere. To-do lists are synchronised on all connected devices. Google mail and google calendar can also be synchronised with Google Tasks.	
Access and usage Information (Costs, requirements cloud based, mobile usability, …)	Can be used as a web browser or as an app, e.g. on smartphones. It is integrated in the Google calendar and other google products.	
Instructions/ Tutorials	https://support.google.com/tasks/answer/7675772?co=GENIE.Platform%3DiOS&hl=en&oco=1, https://www.youtube.com/watch?v=dkGaIVfNYRw	