Todoist

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 18 other languages)	
Previous knowledge/Degree of complexity	Easy use.	
Link:	https://todoist.com/	
Provider:	Doist Inc	
Brief Description:	Todoist can be used to create and manage tasks for projects. The created tasks can then be filtered by dates, urgency or labels. Date and time can be set as due and recurring.	
Access and usage Information (Costs, requirements cloud based, mobile usability, …)	Todoist can be used as a web browser or as an app on the smartphone or tablet. Can be connected to your email-account, your calendar and your files. Pricing ranges from a free version to a version for 6 Euro per month per user.	
Instructions/ Tutorials	https://www.youtube.com/watch?v=aNnNS1dxDHk	