

# TASK MANAGEMENT SIMPLIFIED

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Increase productivity and  
implement accountability



[www.mytask2do.com](http://www.mytask2do.com)

# TURN CHAOS INTO HARMONY

## SPLIT, ASSIGN, AND MANAGE TO MULTIPLY THE SUCCESS



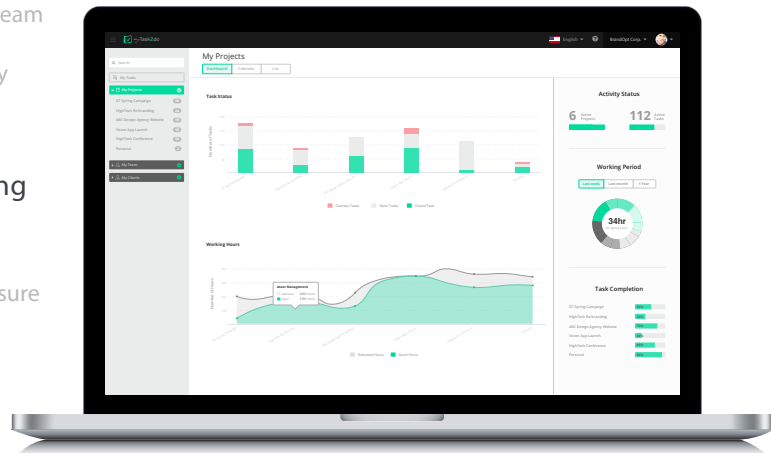
### 3-Dimensional approach of Task Management

Managing and monitoring individual, team or project tasks from a single platform allow you to get things done effectively



### Quick and easy Project Planning with predefined tasks

Quickly plan a project by dragging predefined tasks on the calendar to ensure productive distribution of work and a smooth workflow



## ELEVATE TEAMWORK

TEAM WORK IS SIMPLE,  
FUN & TRANSFORMATIVE



### Time Tracking with Timesheet

Add time log entries for each task as you go and view time logs of a week in the timesheet with the option to update the time logs as needed



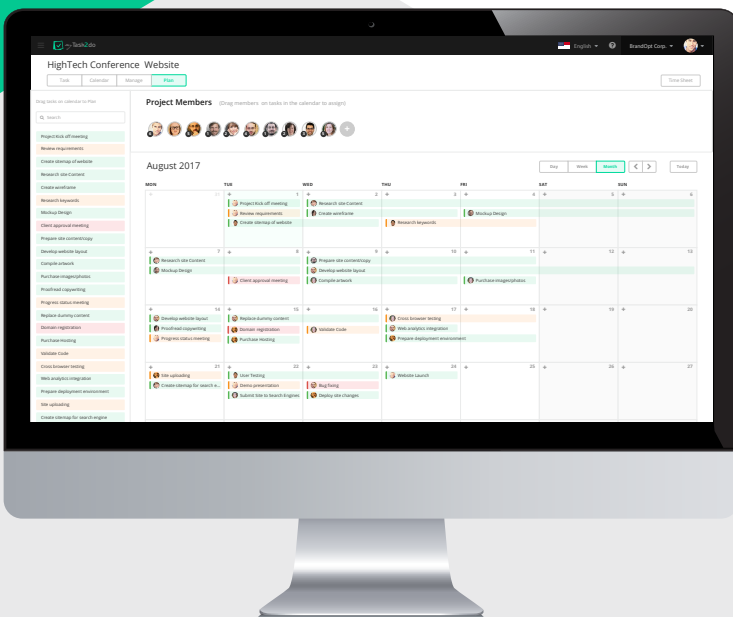
### Converting emails into Tasks

Using the myTask2do Outlook add-in for Office365 emails can be easily turned into tasks and added to a project



### Multiple views and Dashboards

The dashboards in different context gives an overall idea of how things are progressing



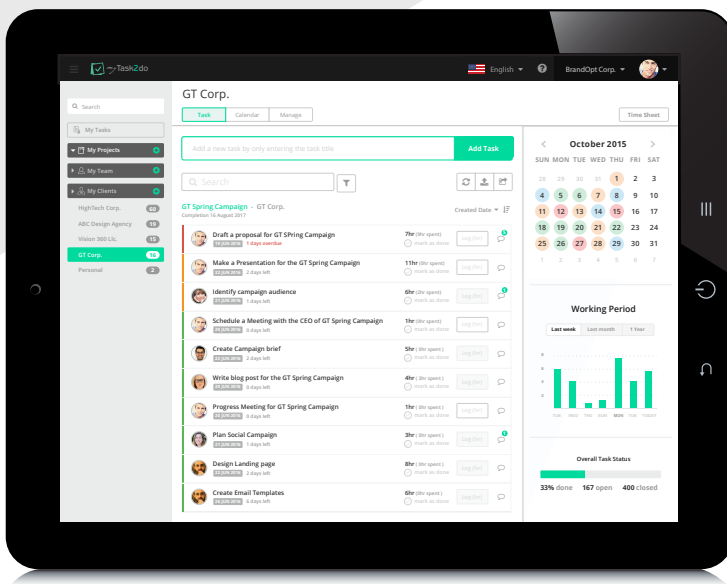
# myTask2do

## TASK MANAGEMENT SYSTEM

Cloud based Task Management application that simplifies managing combined team tasks, and allow to effectively work with team to get things done from single platform in real time. Create tasks, set time schedules, add footnote, prioritize, and track task progress – which helps you to always stay on top of things.

Winner

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GET STARTED FOR

# FREE

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Work load  
management



Alerts and  
notifications



Multiple language  
support



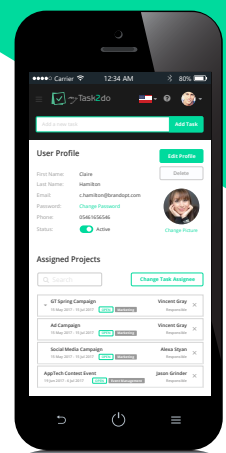
No installation or  
upfront cost

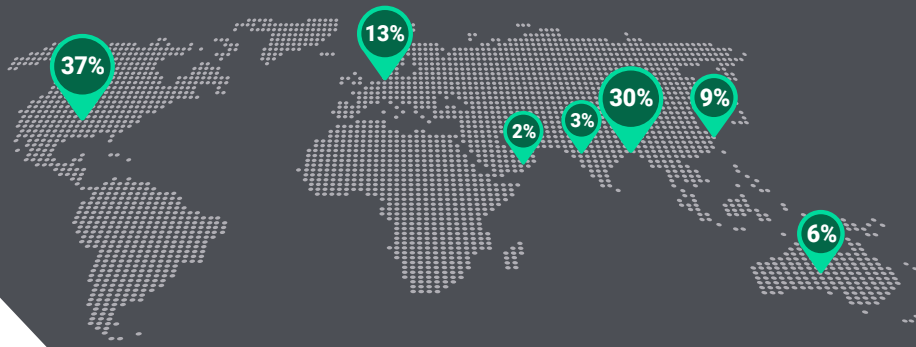


No learning curve  
what so ever



Outlook Add-in  
for Office 365





Helping teams improve efficiency  
all around the globe

## COMPLETE TASK MANAGEMENT

FOR TEAM, PROJECTS AND PERSON

Sign up for a free trial  
[mytask2do.com](https://mytask2do.com)

Get the Outlook Add-in  
<https://appssource.microsoft.com/en-us/product/office/WA104381143>






All the support you need  
[support.mytask2do.com](https://support.mytask2do.com)



**1st Runner Up** in the "Application  
Tools & Platforms" category at the  
"BASIS National ICT Awards 2017"



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