

Advanced Trello: Tips and Tricks to Create Efficiencies

GoSkills online course syllabus

Skill level

Beginner

Lessons

20

Pre-requisites

No prior experience needed

Video duration

1h 4m

Estimated study time

1h 4m

Instructor

Brittany Joiner

Introduction

- 1 Advancing your skills**
Trello is like having a box of Legos.

Power-Ups

- 2 Forms by Blue Cat**
There are multiple ways to get data into your Trello boards.
- 3 Approvals for Trello**
Using Approvals Power-up in Trello allows your team to visualize the status of a task's approval.
- 4 Amazing Fields**
If you're looking for more control over custom fields on your boards, the Amazing Fields Power-Up allows you to style your fields, specify which cards they should be on, and even conditionally show fields.

Board Views

- 5 Dashboard view**
Cards are great for organizing information about a specific project, but if you want to see the bigger picture, Dashboard View aggregates your cards and shows metrics and charts about them.
- 6 Table view**
If you prefer working in a spreadsheet, but still want the power of Trello, you can use Table View to see your cards in a row format rather than a board and list.

7 **Calendar view**
By assigning start and/or due dates to cards, you can visualize them in a calendar view.

8 **Timeline view**
The Timeline View adds a new dimension to Trello Calendar View.

9 **Map view**
When you include a location on your Trello cards, you can visualize them in a whole new way.

Internal Automation

10 **Prepping Trello automations**
Automations are far less complicated when you start with the principles.

11 **Triggers and Actions**
You can apply the "when/then" statement to your Trello Rules.

12 **Building rules**
Rules are a specific type of automation that combine triggers and actions.

13 **Creating buttons**
Card and board buttons allow you to customize your automations.

14 **Due dates and calendars**
Being able to spot when a task is due is essential to keeping your projects on task.

External Automation and Integrations

15 **Syncing tools with Unito**
While powerful automation exists inside Trello, if you want to automate with other tools, you'll need to utilize external automation.

16 **Understanding Zapier**
Zapier is an external tool allowing you to build custom automations with your other tools.

17 Trello and Google Sheets

A streamlined workflow is a dream come true. After this lesson, you'll be able to connect your Trello board to Google sheets using Zapier.

18 Trello and Google Calendar

Converting your lists and calendars into supercharged sticky notes will keep you on top of all the things you need to get done.

19 Additional resources

Trello automations are a great tool for removing repetitive tasks from your workflow and saving you time.

Conclusion

20 Deciding where to start

Thank you for watching this course!

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