

HOW TO KEEP YOUR TEAM PROJECTS ORGANIZED AND ON TASK

By *Monica Poe, MVA-GVA*

Every year around this time many individuals are thinking about organization. And I am sure you've seen the many commercials and newspaper ads encouraging ones to purchase bankers boxes, office folders, and even storage bins to control some of the clutter. You are probably thinking right now about organizing your 2013 tax information for this upcoming tax season. However, have you thought about organizing the many team projects you have planned for this year?

As you may know, keeping your team on task and everything else organized at times can be stressful especially, if your team is not in the same office or even the same region as you. Did you know there are many **web-based programs** out there that can help?

Here are three **web-based project management and collaboration technologies** that you can choose from to help you keep your team projects organized and on task for the 2014 year.

1. Asana - www.asana.com

Asana keeps your team organized on all of their projects. You can easily create, assign, comment, and follow up on tasks and projects. The program keeps you up to date with notifications between you and your team and seamlessly keeps everything in place. And you can view all of your projects and tasks from your desktop computer, tablet, or mobile phone.

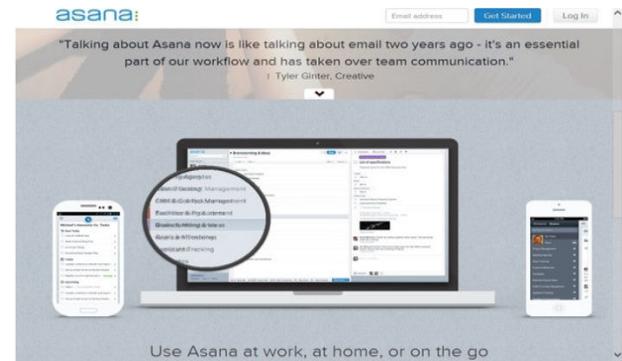
Asana is a free application with unlimited teams of up to 15 members. You can also upgrade and try their premium services.

2. Basecamp – www.basecamp.com

Basecamp keeps you and your team organized as well, and prides themselves on their web-based programs ease of use and their updated features.

Basecamp allows its users to collaborate and communicate each project all on one single page, so nothing gets misplaced. You have your discussions, to do lists, and files all in one place.

Basecamp has a 60 day free trial with the option to upgrade to their premium monthly services.



3. Zoho Projects – www.zoho.com/projects

With **Zoho's** task manager program, you can get things done faster and keeps simple to large documents all in one place as well. You have the ability to share documents, spreadsheets, and video clips with your team. They also have built-in chat rooms to have real time discussions. Zoho's program also integrates with other applications such as **Dropbox and Google apps**.

Zoho Projects has a free version of its program that includes one project with 10 MB files of storage. You can also take advantage of their premium services as well.

So when you are planning your team projects this year, take a look at the above **project management and collaboration technologies** and see which one would be a good fit for you and your team. You just might be surprised at how organized you can be.

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