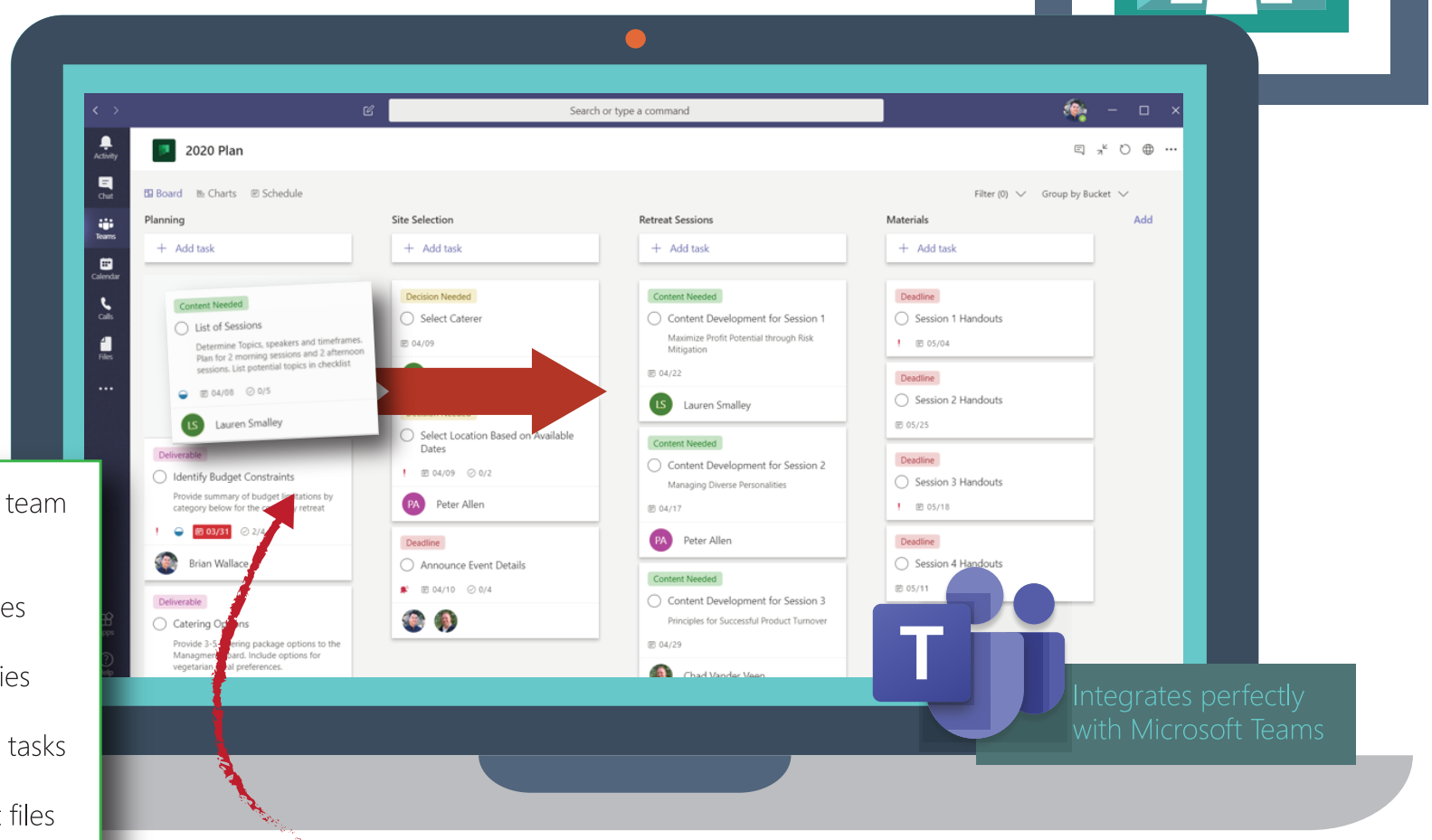
BETTER TASK MANAGEMENT *for remote teams*

What is Microsoft Planner?

Microsoft Planner is a collaborative, card-based planning tool for assigning and tracking tasks. Planner is a great option that can supplant the well-worn, email-based collaboration process.

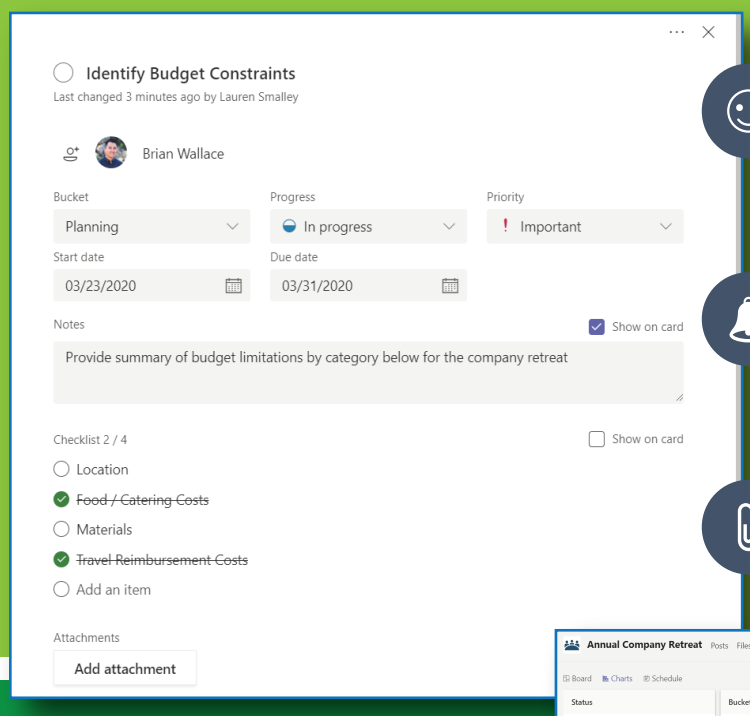


- Assign tasks to team member(s)
- Assign due dates
- Tag with priorities
- Collaborate on tasks
- Attach relevant files

Integrates perfectly with Microsoft Teams

Move task from bucket to bucket!

Create a task, assign a task, and track it using Microsoft Planner



Who?

(Email Reminders)

Priority?

Description / Checklist

Attachments

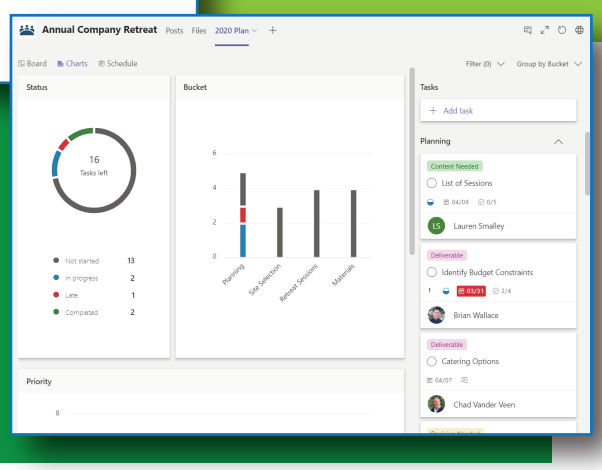
Comments

Never miss a deadline with notifications!

Alerts when a task is assigned, when it's coming due and when it is overdue!

Dashboard View!

Instantly see what's completed, what is in progress, and what **needs** to be completed.



Kiefer Consulting and Ray Morgan Company are partnering to help organizations get the most out of Microsoft Planner, Microsoft Teams and Office 365! Contact us to learn more.

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