



Module 6 - Recap card

Planning software

They are used to simplify the planning, organisation and management of tasks and events, improve productivity and collaboration and ensure that objectives are achieved effectively. The most popular are Google Calendar, Microsoft Project, Trello and Asana.

The main feature

- Planning software often offers **calendar functions** for organising events and setting reminders.
- They allow you to **manage projects**, define and monitor tasks, assign responsibilities, manage deadlines, track progress and manage resources.
- Team members can **collaborate** on projects in real time, share information and communicate within the planning software.