collaborative WORK management

Spend less time managing work and more time working with Microsoft 365

If your team is constantly managing work, then they're not actually working. Microsoft 365 streamlines work management through a set of purpose-built apps that add structure to all the unseen pieces—tasks, status updates, documentation, etc.—that go into delivering quality business results. With a more efficient approach to the process of work, your team has more time to collaborate on the work itself.

apps for work MANAGEMENT

Delivering quality work on time starts with an efficient process for managing that work. The four work management apps available in Microsoft 365 were each designed for a specific kind of work. Choose the best one for the job at hand, or a combination of apps for larger efforts.

Microsoft TO DO

for individual task management. Use To Do to manage your own tasks, whether they are tied to a team or are personal priorities.

Microsoft PLANNER

for team task management. Use Planner to visually manage simple, task-based efforts on a Kanban board.

Microsoft Teams TASKS APP

for managing your Planner and To Do tasks in one place. Tasks from both apps surface in the Tasks app in Teams, and updates sync in real time.

Microsoft LISTS

for tracking information. Use Lists to stay on top of large, ongoing work efforts comprised of status updates, custom fields, and workflow.

apps for work COLLABORATION

Managing your work is the first part of the equation; the second part is delivering that work with your team. The productivity apps available in Microsoft 365 give you a secure, consistent sharing experience across apps and the familiarity of Microsoft Word, Excel, and PowerPoint.

Microsoft ONEDRIVE + Microsoft SHAREPOINT

for securely sharing your files. OneDrive and SharePoint enable secure sharing from whatever app you're in, whether that's Teams, any of the work management apps, or Office. The experience is always consistent across apps too, so there's no guesswork in how to protect your files when you're sharing them from different apps.

Microsoft OFFICE

for working together on word documents, spreadsheets, and presentations. You can attach Word, Excel, and PowerPoint files to any of your work management apps, and built-in features like coauthoring, threaded comments, and @mentions ensure the full team is involved in the final deliverable.

Microsoft TEAMS

Microsoft Teams is your hub for teamwork—and it's your hub for collaborative work management. All your apps are connected through Teams, so you can manage and collaborate on your work in one place. That's the beauty of Teams: you can organize your tasks, track your lists of information, share files, and coauthor documents — without switching apps.

If you're a Microsoft 365 business or enterprise subscriber, all the apps in this pamphlet are already available to you. Once you've got a sense of what each does, flip this over to learn how you can use them for your team's work efforts.

collaborative **WORK** management

ORGANIZE
your work

Get to the resources you need fast to manage work more efficiently

Does your team…
- Manage the same work effort in multiple places?
- Struggle to find context needed for their work?
- Look for resources in the wrong spots?
- Spend a lot of time searching for files?

A single workstream might involve several email threads, multiple cloud repositories, different status calls, and countless apps. Instead, spin up a **TEAMS** team for all work tasks, files, and comms.

The right resources help your team deliver the right results. Attach files and other information directly to **PLANNER** and **TO DO** tasks and **LISTS** items to pair useful context with the work itself.

Spend less time searching and more time working. Whether you need to find a specific chat, colleague, or piece of info, unified search in **MICROSOFT 365** surfaces content across apps.

Try these apps for…
- Providing your team one place for all your work
- Attaching relevant resources to the task itself
- Implementing better document management
- Finding the right resources fast

TRACK
your work

Use the right tools for the job to stay on top of your work and meet deadlines

Does your team…
- Use an assortment of tools to track work efforts?
- Miss deadlines without constant reminders?
- Host frequent meetings just to review status?
- Struggle to prioritize what's important?

Teamwork delivers the best work if everyone is in sync. Manage team tasks in **PLANNER** and your own priorities from that team effort in **TO DO**—or use the **TASKS APP** to do both in one place.

Longer projects can be harder to manage, especially as the amount of information piles up. Use **LISTS** to track ongoing work and all its resources in a highly customizable app tied to the flow of your business.

Every **WORK MANAGEMENT APP** has intelligent, visual tools, like automatic reminders and visual formatting to keep you on top of what's most important.

Try these apps for…
- Managing your work using fewer tools
- Planning your next corporate event
- Completing your daily to-do list
- Tracking work progress or team processes

WORK
with your team

Share and collaborate in real time with your team to deliver quality results

Does your team…
- Meet in-person to edit deliverables?
- Still share local documents?
- Need more control over who can access files?
- Iterate over email to finalize documents?

Connect your team communications with your work resources. Each **TEAMS** channel comes with its own chat thread, so you can talk about work in the place dedicated to that work effort.

Sharing a file doesn't need to have a lot of steps. **ONEDRIVE** + **SHAREPOINT** offer a simple, consistent, and secure file sharing experience across all apps, with built-in access permissions.

Skip the back-and-forth and collaborate on **OFFICE** files and **WORK MANAGEMENT APPS** directly within **TEAMS**. Coauthoring, @mentions, and more keep everyone in sync without switching apps.

Try these apps for…
- Working together on deliverables in one place
- Simple sharing and permissions management
- Raising awareness of progress and milestones
- Quickly grabbing a colleague's attention in a file

HYBRID
work

The apps here are available on all your favorite devices and platforms, enabling strong, consistent work practices from anywhere. No matter where your office is – at home, at work, or on the go – collaborative work management brings your team together

WHEN TO USE
each app

Go to **aka.ms/whentouse** for guidance on which app to use for your work. You'll find comparisons for:
- Planner, Lists, and Project
- To Do, Planner, and Lists
- To Do, Planner, and Tasks app

Learn about TEAMS at aka.ms/microsoftteams **TO DO** at aka.ms/microsofttodo **PLANNER** at aka.ms/planner **TASKS APP** at aka.ms/tasksapp **LISTS** at aka.ms/microsoftlists