Tools to Simplify Your Tech Stack | Microsoft 365

Tool 1: Microsoft Outlook: Email & Calendar Management

☐ Use **Outlook Rules** to automatically sort your emails

☐ Use **Categories** to prioritize and organize meetings

Comparable Software: Gmail/Google Calendar, Yahoo Mail/Yahoo Calendar

Tool 2: Microsoft To Do/Outlook Tasks: Personal Task Management

☐ Share task lists for simple collaboration

☐ Organize task by lists and categories

Comparable Software: Google Tasks, ToDoist, Notion Tasks

Tool 3: Microsoft OneDrive: File Organization & Sharing

☐ Create folders by project or client

☐ Use OneDrive to securely share and collaborate

Comparable Software: Google Drive, Dropbox

Tool 4: Microsoft Planner: Project Management

☐ Use boards to break down projects into tasks

☐ Collaborate with small teams using shared plans

Comparable Software: Asana, Trello

Tool 5: Microsoft Power Automate: Workflow Automation

☐ East integration with other Microsoft Tools

☐ Automate repetitive tasks such as sending emails and creating tasks

Comparable Software: Zapier, Make