



Free Online Task Management Systems



PROGRAM	Todoist	Wrike	Asana	Clickup
Task Management	<p>Combines all tasks across projects and groups by the due dates.</p> <p>Simple but useful view</p>	<p>Combines all tasks across projects and groups by the due dates.</p> <p>Simple "My Work" view</p>	<p>Combines all tasks across projects and groups by the due dates.</p> <p>Multiple sort and filter options.</p> <p>Easy to customize and move around.</p> <p>Custom sections to organize tasks</p>	<p>Combines all tasks across projects and groups by the due dates.</p> <p>Multiple sort and filter options.</p> <p>Time estimates and time tracker on task levels</p>
Project Management	<p>Not much functionality</p>	<p>Good project functionality (you get more with paid versions)</p> <p>Free version includes: File management Project level description and information storage Folder/project storage</p>	<p>Good project functionality (you get more with paid versions)</p> <p>Free version includes: Calendar view Conversations File management Templates Follow-up tasks</p>	<p>Good project functionality (you get more with paid versions)</p> <p>Free version includes: Calendar view File management Templates Dependencies Goal setting Simple reporting</p>
Due Dates	<p>Single due date</p>	<p>Due Dates & Start Dates</p>	<p>Single due date</p>	<p>Due Dates & Start Dates</p>
Organizational System	<p>Due Date Project Priority Settings</p>	<p>Due Date Project Folders Status</p>	<p>Due Date Projects Tags Sections Several sort and filters available</p>	<p>Status (custom available) Due Date projects Tags Several sort and filters available</p>
Views Available	<p>List</p>	<p>List Board Table</p>	<p>List Calendar Board</p>	<p>List Calendar Board Boxes Portfolios</p>
Information & File Storage	<p>No</p>	<p>Yes: Attach files by task or project Good formatting in description Set-up subtasks (but no due-date functionality)</p>	<p>Yes: Attach files by task or project Good formatting in description Set-up subtasks with: due dates, assignees, and file and info storage</p>	<p>Yes Attach files by task or project Good formatting in description Set-up subtasks with due dates and assignees</p>
Chrome Extension	<p>Yes Today's to-do list Create a task</p>	<p>Yes Create tasks/choose destination Take screenshots</p>	<p>Yes Create tasks/choose destination Link website Search/view existing tasks</p>	<p>Yes Create tasks/choose destination Take screenshots Link website Task Timer</p>
Collaboration	<p>Yes Invite collaborators to assign tasks to by project</p>	<p>Yes Assign tasks to other users Tasks can have multiple users assigned Sharing functionality</p>	<p>Yes Assign Tasks to others Have conversations (at both task and project level)</p>	<p>Yes Assign tasks to other users Functionality</p>
Integrations	<p>Many—Here are a few useful ones: Gmail Slack</p>	<p>Many—Here are a few useful ones: Gmail Slack Outlook</p>	<p>100s—Here are a few useful ones: Gmail Outlook Slack Salesforce Dropbox Google Drive Trello Evernote</p>	<p>Not very many: Slack Gmail (with chrome extension)</p>
Mobile	<p>Simple, but effective</p>	<p>Multiple views, easy to use</p>	<p>Multiple views, easy to use</p>	<p>Multiple views, easy to use</p>

