



[Best online task management apps](#) is a versatile productivity and collaboration tool that can be a valuable asset for anyone involved in writing articles. Whether you're a freelance writer, a content marketer, a journalist, or a blogger, Taskade can help you streamline your article creation process, collaborate with team members, and stay organized.

Organize Your Ideas and Research:

Before you start writing, it's essential to gather your thoughts and research materials. Taskade provides a straightforward platform for creating lists, outlines, and mind maps. You can use it to. Create an outline: Develop a structured outline of your article, with headings and subheadings. Gather research Use Taskade's drag-and-drop feature to collect and organize links, notes, and images related to your topic. Brainstorm ideas Collaborate with team members to brainstorm ideas for your article.

Collaborate in Real-Time:

If you're working on articles with a team **[Taskade](#)** real-time collaboration features are incredibly useful. You can: Invite collaborators Easily invite team members, editors, or clients to join your workspace. Edit together Write and edit articles simultaneously with real-time editing and commenting. Assign tasks Delegate specific writing tasks or research assignments to team members and track their progress.

Set Deadlines and Reminders:

Meeting deadlines is crucial in the world of article writing. Taskade helps you. Set due dates. Assign deadlines to specific tasks or sections of your article. Receive reminders Get notified when a deadline is approaching to ensure timely completion.

Use Templates for Efficiency:

Taskade offers a range of templates designed for various purposes, including article writing. You can. Access article templates Use pre-designed templates to jumpstart your writing process. Create custom templates Design your templates tailored to your specific workflow and preferences.

Stay Mobile and Synced:

Taskade is accessible across multiple devices and platforms. This flexibility allows you to Write on the go Access your article drafts and ideas from your smartphone or tablet. Sync seamlessly Ensure that your progress is automatically synchronized across all your devices.

Visualize Your Progress:

[Top web-based to-do list tools](#) provides visual cues to help you stay on track. Progress bars Monitor your progress on individual tasks or the article as a whole. Checklists Keep track of completed steps in your writing process.

Export and Publish:

Once your article is ready, Taskade makes it easy to export and publish your work Export options: Export your article as a PDF, Word document, Markdown file, or HTML. Publish directly: Share your article on platforms like WordPress or Medium.

Organize Your Content Calendar:

Taskade can serve as a content calendar for scheduling and managing your articles' publication dates: Content calendar view: Plan and visualize your publishing schedule. Drag-and-drop scheduling: Easily reschedule articles as needed.

[Best digital to-do list platforms](#) is a powerful tool that can enhance your article writing process, from initial brainstorming to final publication. Its collaborative features, organization capabilities, and mobility make it a valuable asset for writers and teams looking to improve their productivity and efficiency in the world of content creation. Give Taskade a try to experience the benefits it can bring to your article writing workflow.

Todoist is a popular task management and productivity tool that can be incredibly useful for managing your article writing process. Whether you're a solo writer, part of a team, or managing multiple writing projects, Todoist offers a robust set of features to help you stay organized, meet deadlines, and maintain a smooth workflow.

Create a Project for Each Article:

Todoist allows you to create projects to group related tasks. For each article you're working on, set up a dedicated project. This keeps everything organized and prevents tasks from different articles from getting mixed up.

Break Down the Writing Process:

Web to-do list software Within each article project, create a task list that breaks down the writing process into manageable steps. This can include tasks such as research, outline, draft, revise, edit, and proofread. Having a structured task list ensures you don't miss any important steps.

Set Due Dates and Priorities:

Assign due dates to each task to create a timeline for your article. Be realistic about deadlines to ensure you have enough time for research, writing, and revisions. You can also assign priorities to tasks, helping you focus on what's most important.

Use Labels for Categorization:

Todoist allows you to apply labels to tasks. You can use labels to categorize tasks by topic, type (e.g., research, writing, editing), or any other relevant criteria. This makes it easy to filter and view tasks based on your specific needs.

Add Task Descriptions and Attachments:

For each task, you can add detailed descriptions and attach relevant files or documents. This is handy for including research notes, outlines, or reference materials directly within the task, making them easily accessible when you're working on the article.

Collaborate with Others:

If you're working on articles with a team, you can invite collaborators to your **Best apps for online task tracking**. This enables real-time collaboration and ensures everyone is on the same page regarding tasks and deadlines.

Use Comments for Feedback and Discussions:

Todoist allows you to leave comments on tasks. This is useful for providing feedback on drafts, discussing ideas with collaborators, or clarifying task details.

Sync Across Devices:

Todoist is available on various platforms and devices, including smartphones, tablets, and desktop computers. This means you can access your tasks and work on your articles from anywhere.

Track Progress:

Todoist offers progress tracking features, showing you how many tasks you've completed within a project. This can help motivate you as you see your article coming together.

Integration with Other Tools:

[Web-based task manager reviews](#) integrates with many other productivity and writing tools. For instance, you can connect it to note-taking apps like Evernote or file storage services like Dropbox, streamlining your workflow.

Review and Reflect:

Regularly review your tasks and projects in Todoist to ensure you're on track. Use the "Today" and "Upcoming" views to see what tasks are due soon. Reflect on your productivity and adjust your writing process as needed.

Complete and Celebrate:

Once you've completed all the tasks for your article, mark the project as complete. Celebrate your accomplishment and prepare for the next writing project.

Todoist is a versatile tool that can significantly improve your article writing workflow. Its task management features, collaboration options, and integration capabilities make it a valuable asset for writers and content creators looking to stay organized and productive. Whether you're working alone or with a team [Best cloud-based to-do list solutions](#) can help you meet your article writing goals efficiently and effectively.