



Best Practices for Creating Buckets in Planner

Choose a structure that matches your workflow. Use a system that makes sense for your team's way of working. For example, ask yourself, "How do we naturally organize work?". Keep it simple – too many buckets can make things harder to manage.

Common Bucket Structures (Choose One That Works Best for You!)

Method 1: Workflow-Based Buckets (Best for Project Tracking)

Example Buckets:

To Do	In Progress	Review	Done
<input type="text" value="+ Add task"/>	<input type="text" value="+ Add task"/>	<input type="text" value="+ Add task"/>	<input type="text" value="+ Add task"/>

- ✓ Good for teams that move tasks through stages.
- ✓ Help visualize progress from start to finish.
- ✓ Work well for agile/scrum teams or approvals-based work.

Method 2: Category-Based Buckets (Best for Organizing by Task Type)

Example Buckets for a Marketing Team:

Social Media	Email Campaigns	Blog Posts	Ads & Promotions
<input type="text" value="+ Add task"/>	<input type="text" value="+ Add task"/>	<input type="text" value="+ Add task"/>	<input type="text" value="+ Add task"/>

- ✓ Good for teams that move tasks through stages.
- ✓ Help visualize progress from start to finish.
- ✓ Work well for agile/scrum teams or approvals-based work.



Method 3: Priority-Based Buckets (Best for Managing Urgency)

Example Buckets:

Urgent	High Priority	Medium Priority	Low Priority
<input type="text" value="+ Add task"/>	<input type="text" value="+ Add task"/>	<input type="text" value="+ Add task"/>	<input type="text" value="+ Add task"/>

- ✓ Help teams focus on what matters most first.
- ✓ Great for customer support, help desks, or crisis management.

Method 4: Team/Owner-Based Buckets (Best for Dividing Work by People or Departments)

Example Buckets:

Assigned to Alex	Assigned to Aisha	Assigned to Diego	Assigned to Lisa
<input type="text" value="+ Add task"/>	<input type="text" value="+ Add task"/>	<input type="text" value="+ Add task"/>	<input type="text" value="+ Add task"/>

- ✓ Useful if tasks are divided by specific owners.
- ✓ Good for small teams where individuals own separate tasks.

Method 5: Timeline-Based Buckets (Best for Time-Sensitive Work)

Example Buckets:

This Week	Next Week	Next Month	Long-Term
<input type="text" value="+ Add task"/>	<input type="text" value="+ Add task"/>	<input type="text" value="+ Add task"/>	<input type="text" value="+ Add task"/>

- ✓ Help teams prioritize upcoming work.
- ✓ Great for event planning, marketing, and development roadmaps.