

# Magic ToDo: Transforming Task Overwhelm into Action

A simple AI-powered tool to break down overwhelming tasks into manageable steps

 by Kimberly Wiethoff, MBA, PMP, PMI-ACP

[Managing Projects The Agile Way](#)

#Productivity #AIForWork #ProjectManagement #TaskManagement  
#AgileLeadership #FutureOfWork #AIinBusiness #DigitalTransformation  
#WorkSmarter #CognitiveLoad #InclusiveWorkplace #AgileTools  
#PMTTools #ContinuousImprovement #ManagingProjectsTheAgileWay



# The Problem We All Face

Ever stared at a massive task thinking:

*"Where do I even start?"*

Whether you're managing projects, organizing sprints, or just planning your day, breaking down complex tasks can be paralyzing.



# Introducing Goblin.Tools Magic ToDo

A clever web app designed specifically to turn overwhelming tasks into bite-sized, manageable steps.



## AI-Powered

Leverages artificial intelligence to intelligently break down any task into logical steps



## Accessibility-Focused

Originally built for neurodivergent users (ADHD, autism) but helpful for everyone



## No Installation

Works entirely in your browser - no downloads, signups, or logins required

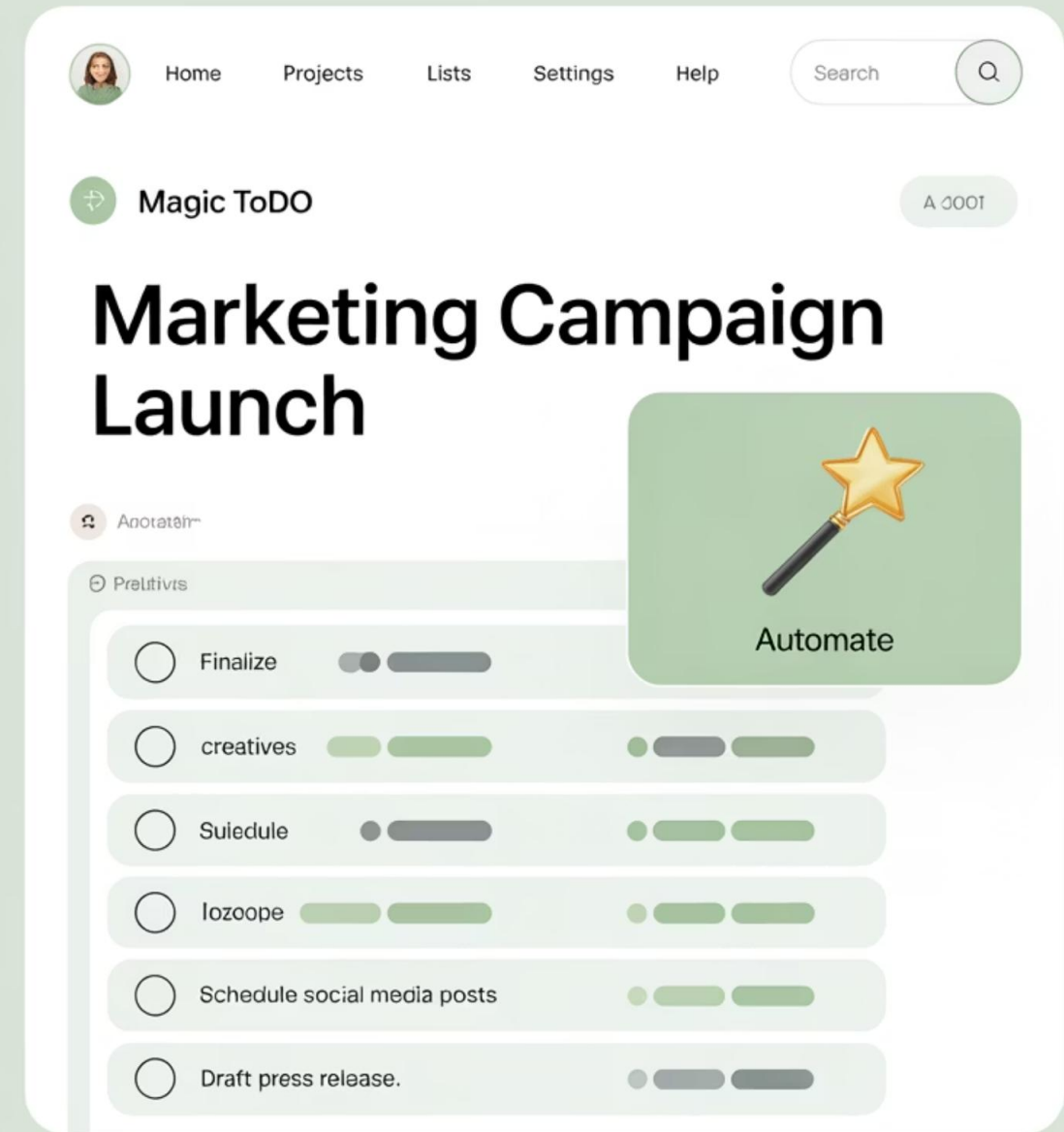


# How Magic ToDo Works



# Magic ToDo in Action

Type in your task, adjust the detail level, click the wand ( ✨ ) and watch as your overwhelming task transforms into manageable steps you can check off one by one.



# Example: From Chaos to Clarity

Original Task:

"Prepare for sprint planning meeting"

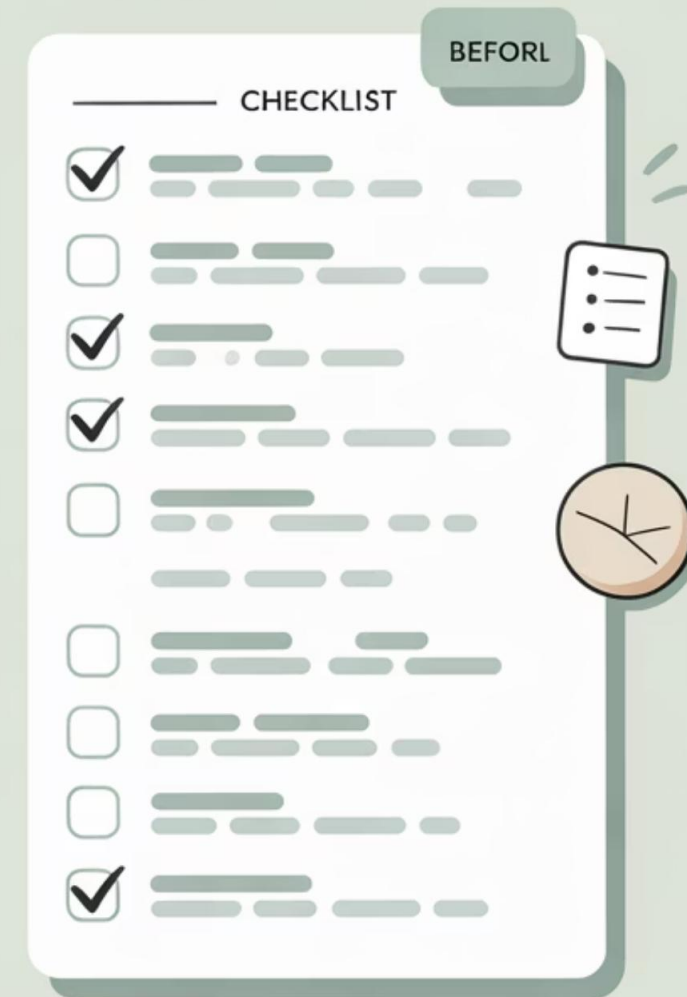
Magic ToDo Breakdown:

- Review previous sprint results
- Identify team capacity for next sprint
- Prioritize backlog items
- Create meeting agenda
- Prepare visual aids for discussion
- Book meeting room and send invites

## Before



## After



# Why Project Managers Love It

## Sprint Preparation

Break down backlog grooming and planning tasks into actionable steps



## Personal Productivity

Stay focused when managing multiple priorities or administrative work



## Mini-WBS Generator

Works like a quick Work Breakdown Structure tool when you need a jumpstart



## Team Coaching

Help team members who struggle with executive function or task overwhelm



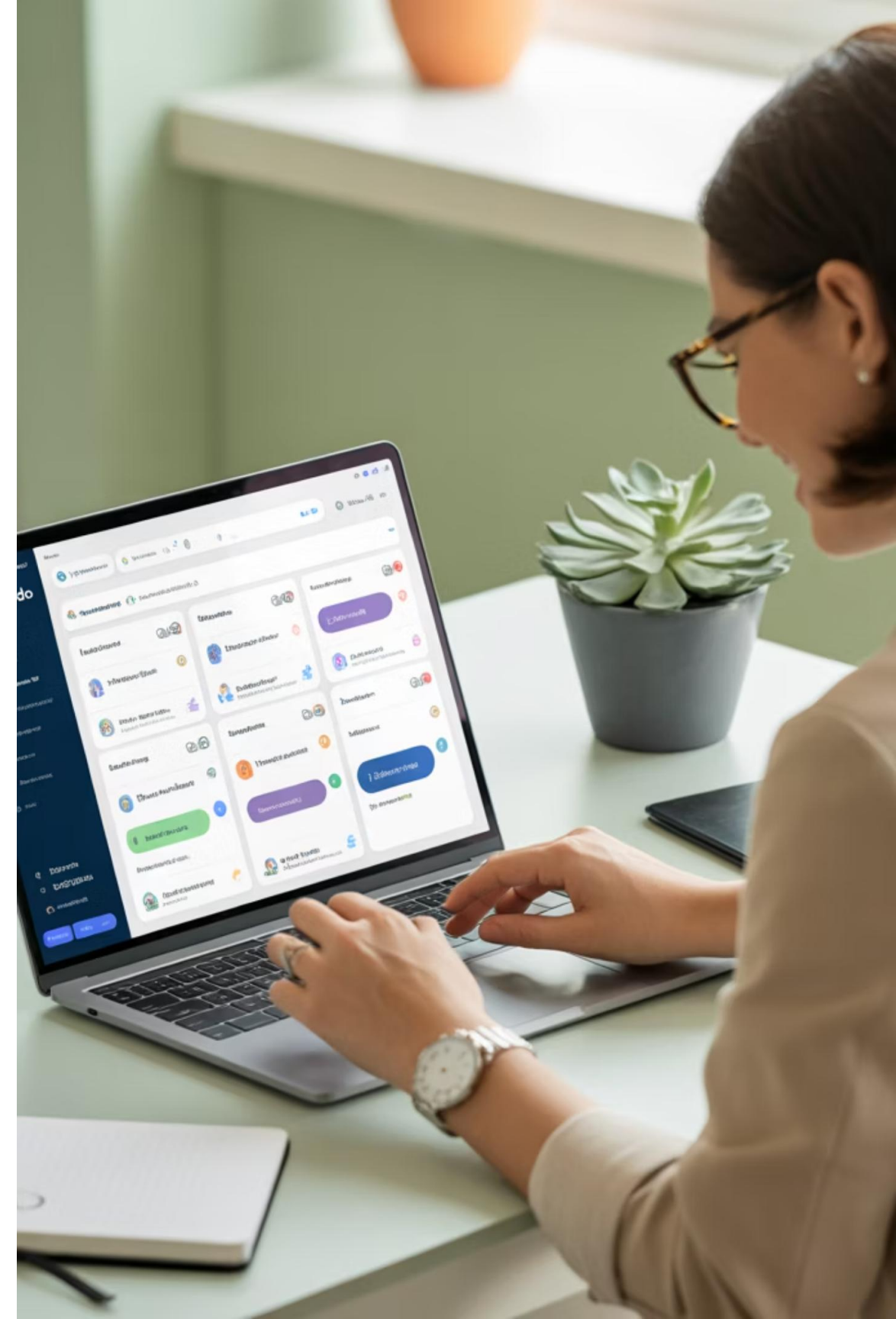
# Practical Applications

- Complex Project Planning  
Break down new initiatives into phases and deliverables before formal planning begins
- Stakeholder Communication  
Quickly generate structured outlines for reports, presentations, and updates
- Onboarding Processes  
Create detailed checklists for bringing new team members up to speed
- Retrospective Planning  
Generate discussion points and action items for team improvement sessions

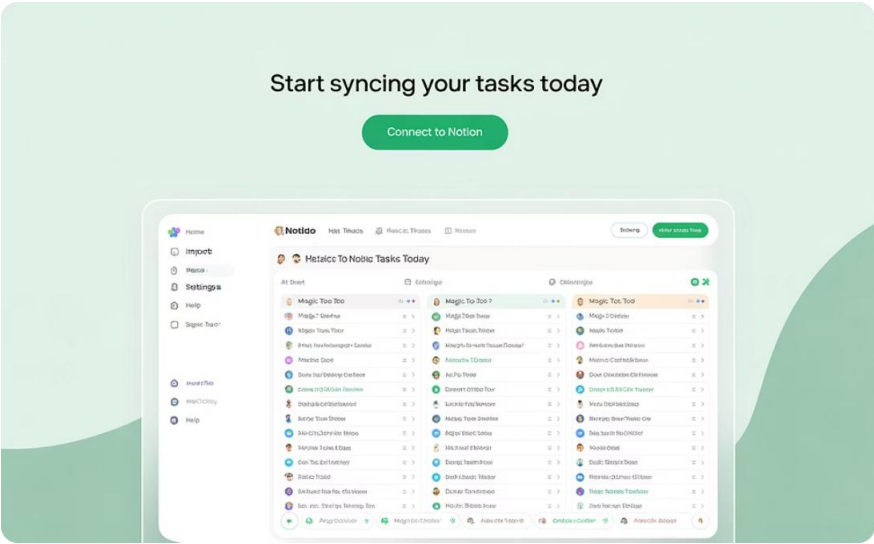


# Pro Tips for Maximum Benefit

- Export your breakdown to your favorite task manager (Notion, Trello, Jira)
- Use it for repetitive tasks to ensure consistency
- Try it live during team meetings for collaborative planning
- Adjust the difficulty slider based on task complexity and team experience
- Customize the generated tasks to match your specific workflow

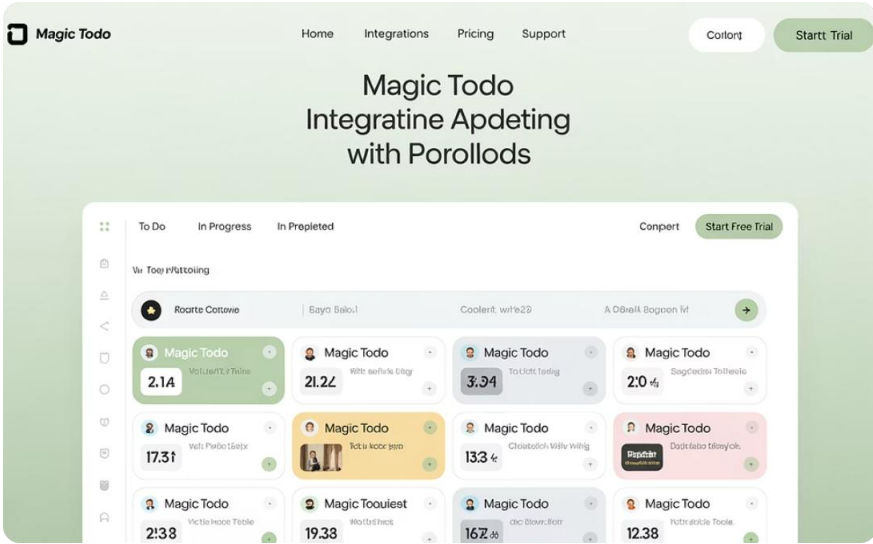


# Integration With Your PM Toolkit



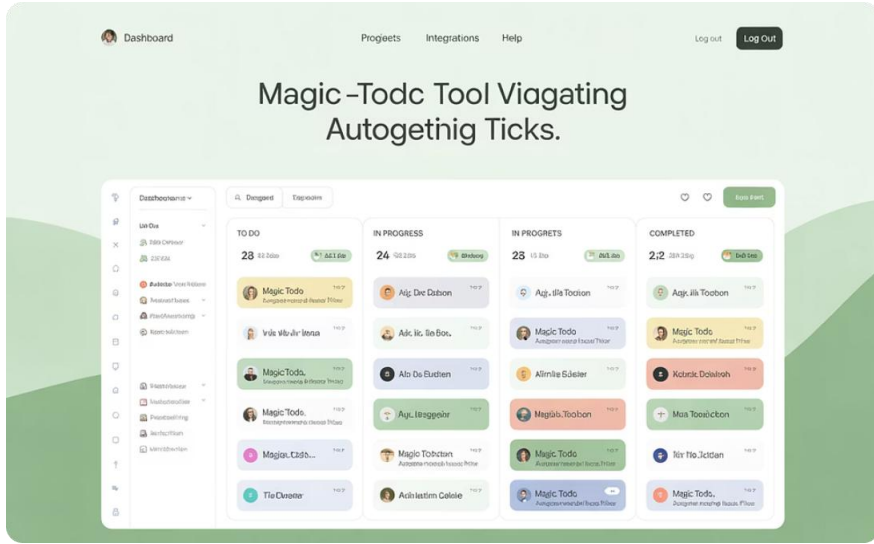
## Notion

Copy tasks directly into your Notion workspace for team collaboration



## Trello

Transfer breakdowns into Trello cards for visual project management



## Jira

Convert generated tasks into Jira tickets for agile workflow tracking

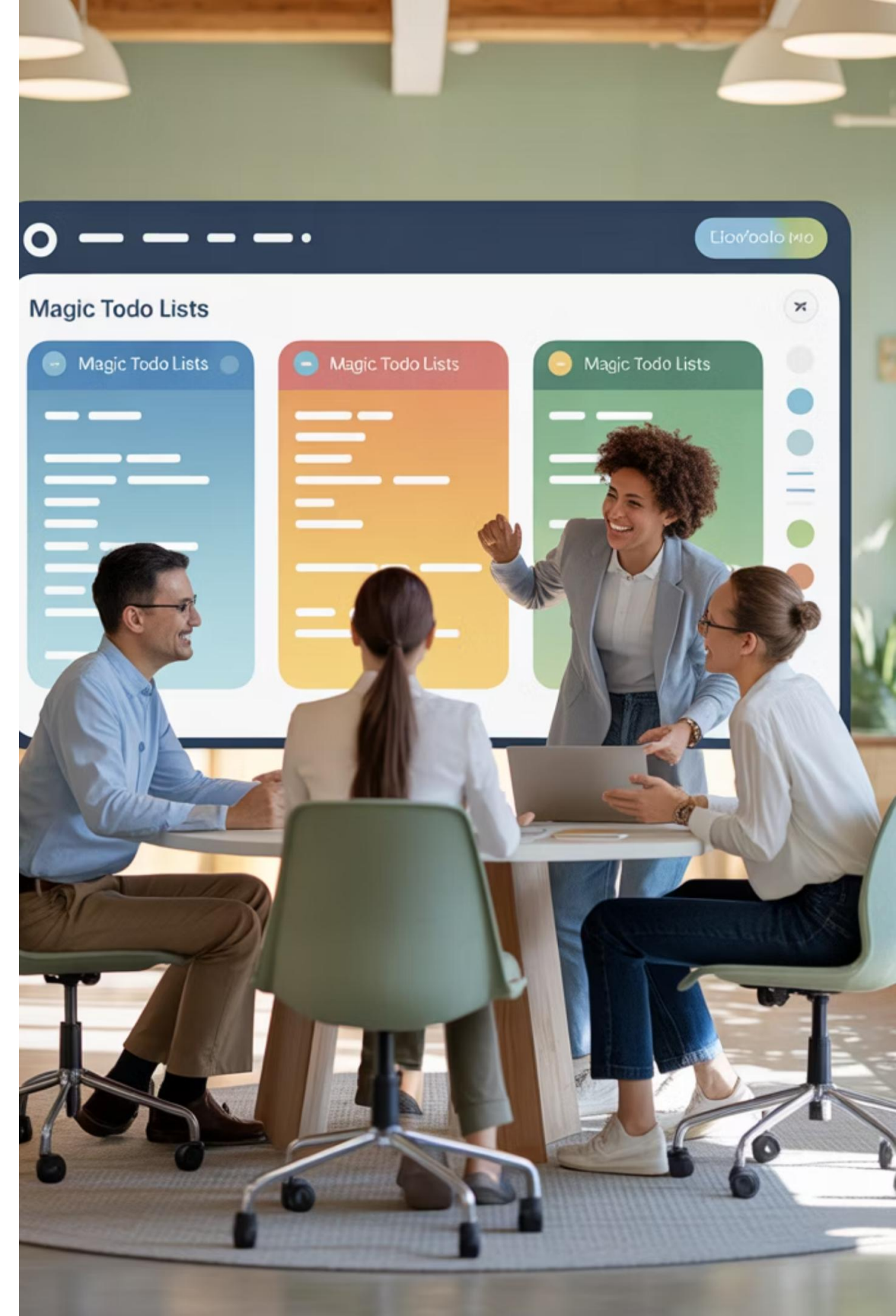
# Beyond Task Management

## The Bigger Picture

Magic ToDo represents a new approach to productivity that works *with* your brain instead of against it.

For project managers, it's not just about the tool—it's about:

- Reducing cognitive load for you and your team
- Creating a more inclusive work environment
- Supporting different thinking and planning styles
- Helping everyone take that crucial first step





Get Started Today

# Turn Overwhelm into Action

Visit <https://goblin.tools> and try Magic ToDo now

No signup required. Completely free.

Try Magic ToDo