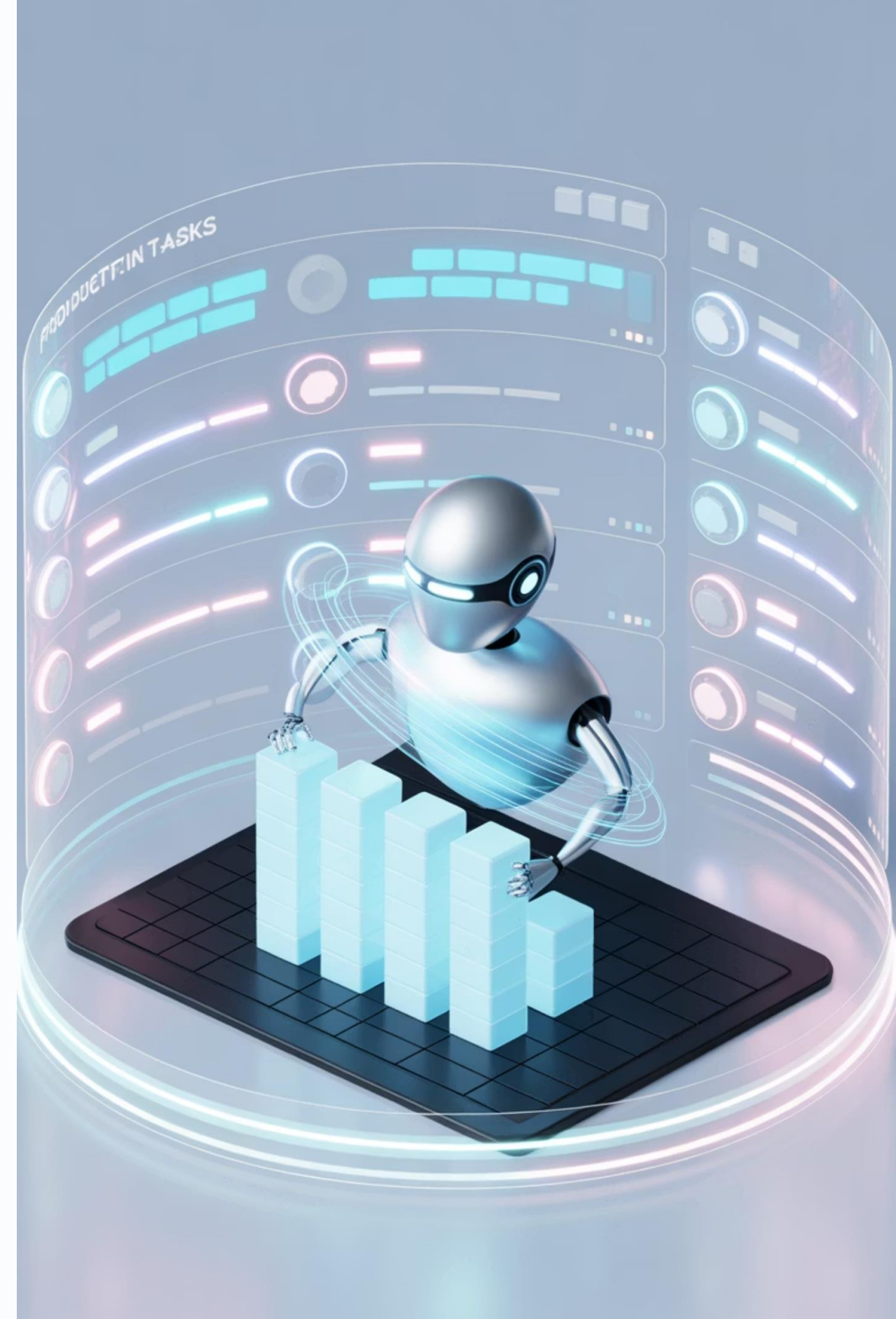


Magic ToDo: The AI-Powered Productivity Hack for Project Managers

A revolutionary approach to task management for agile teams and neurodivergent professionals

 **by Kimberly Wiethoff**





Today's Agenda



The Challenge

Why traditional to-do lists fall short



Magic ToDo Solution

How AI transforms task management



Benefits & Features

Why PMs and neurodivergent teams love it



Real-World Applications

Success stories and implementation tips

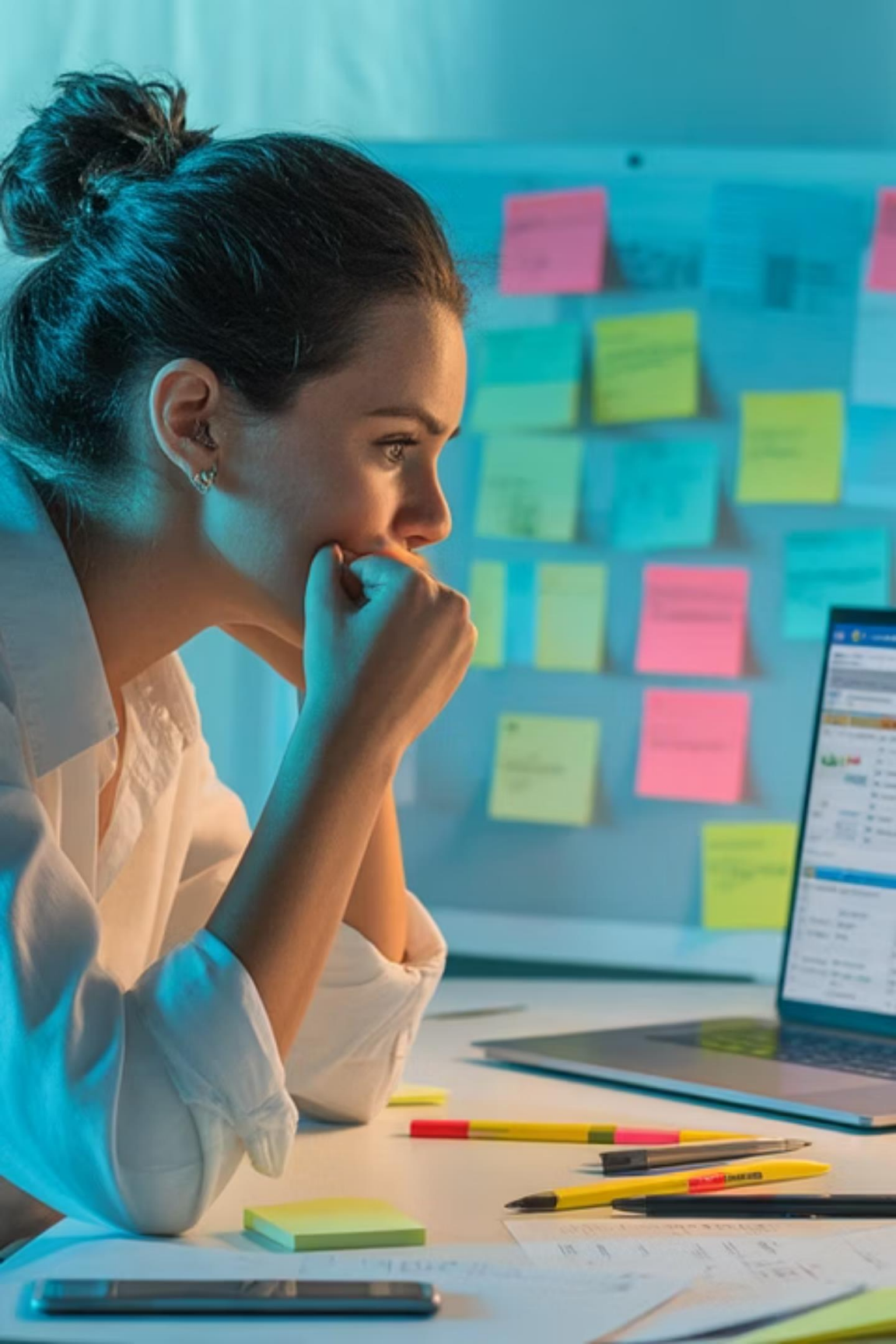
The Problem We All Face

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.





The Project Manager's Dilemma

In today's fast-paced agile environments, project managers face constant challenges:

- Overwhelming to-do lists that paralyze action
- Difficulty breaking down complex tasks
- Balancing ceremonies with actual productivity
- Supporting diverse thinking styles on teams
- Translating big goals into concrete steps

Traditional task management often creates more cognitive load than it relieves

Introducing Magic ToDo by Goblin.tools

An AI-powered assistant designed to break down complex tasks into manageable steps

Especially powerful for neurodivergent brains but beneficial for anyone seeking clarity and momentum



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



Transform your workflow

Transform your workflow

Turn complex project plans into organized, actionable checklists, effortlessly



How Magic ToDo Works

Input Your Task

Type in a big, overwhelming task or project goal

AI Processing

Magic ToDo analyzes and structures the work

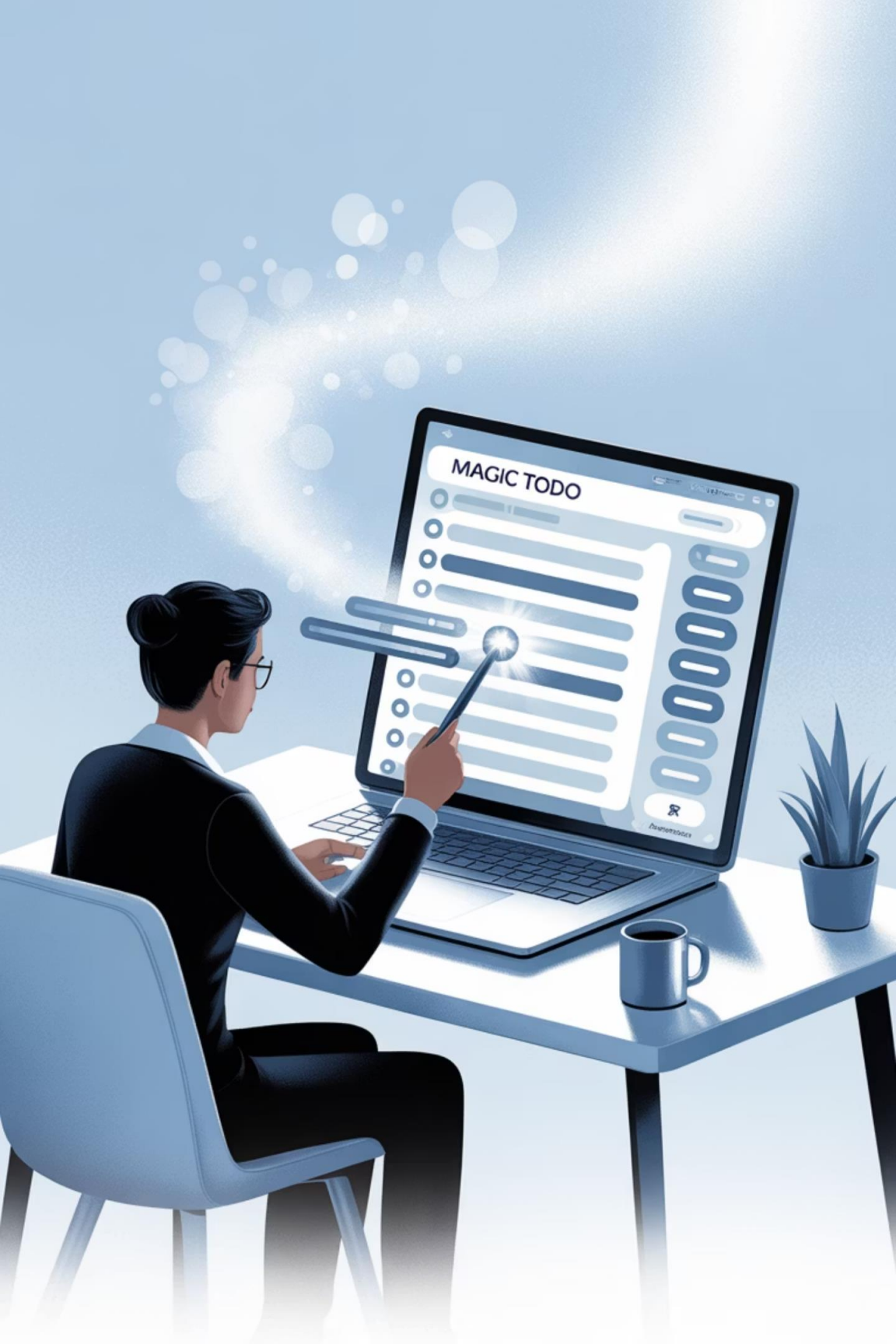
Get Actionable Steps

Receive a logical sequence of manageable subtasks

Customize & Refine

Adjust complexity, simplify language, or break down further





Detailed Instructions

1 Visit Goblin.Tools

Go to <https://goblin.tools> in any web browser

2 Select Magic ToDo

Click on "Magic ToDo" from the available tools

3 Enter Your Task

Type your overwhelming task into the input box

4 Adjust Difficulty

Slide left for high-level or right for detailed breakdown

5 Click the Magic Wand

Watch as AI transforms your task into actionable subtasks

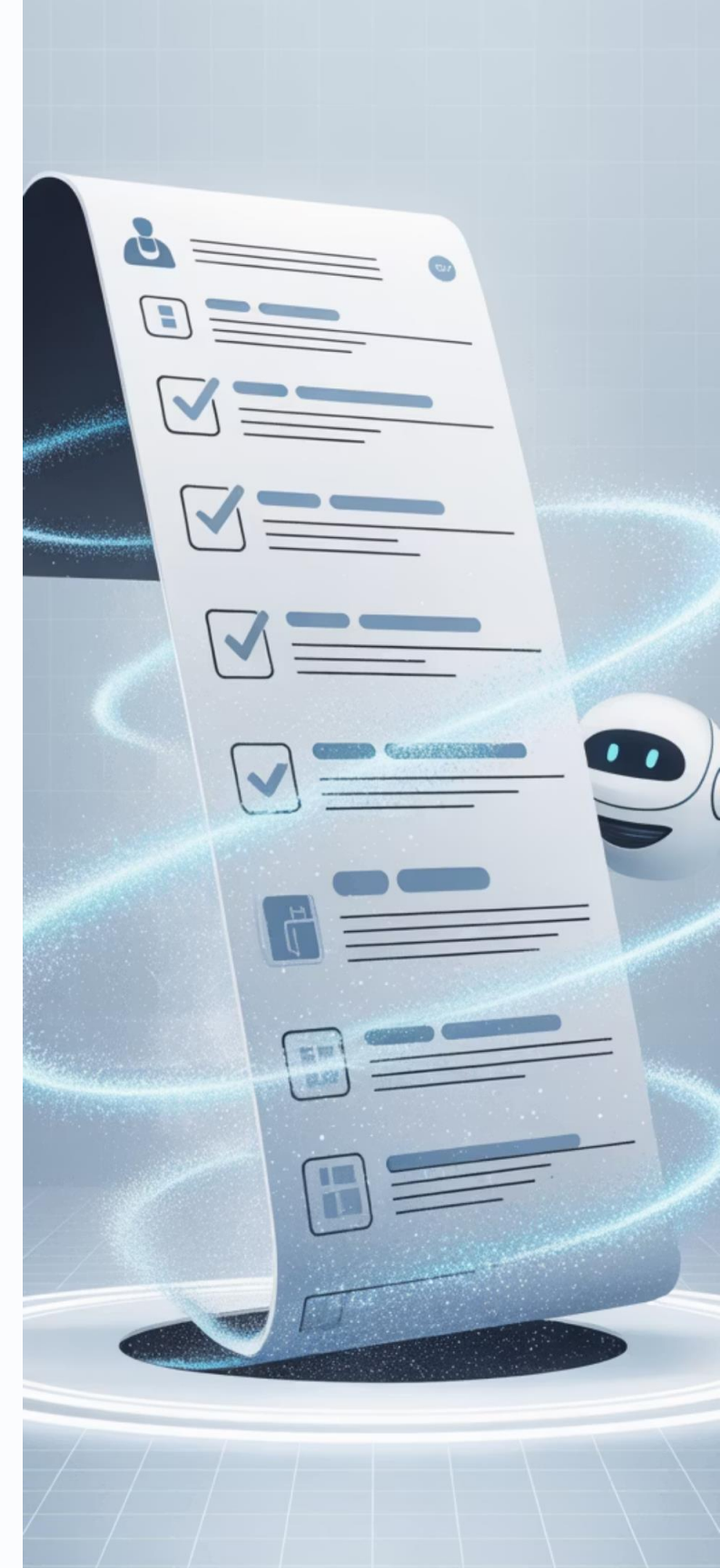
See the Magic in Action

The Complex Task:

"Prepare stakeholder presentation for Agile quarterly review, including metrics, roadmap updates, and retrospective outcomes."

Magic ToDo Transforms It Into:

- Gather sprint metrics from Jira and Power BI
- Summarize key outcomes from last retrospective
- Update the roadmap in Confluence
- Create slide deck and circulate draft for review
- Schedule presentation time with stakeholders



Benefits for Project Managers



Reduces Mental Load

Breaks down complex items without the cognitive overhead of manual task analysis. Project managers can offload the mental strain of decomposing large initiatives, allowing them to focus on strategic thinking and team coordination instead of getting lost in details. This reduction in cognitive load helps prevent burnout and decision fatigue during high-pressure sprints.



Teaching Tool

Show junior team members how to structure work logically and plan efficiently. By demonstrating AI-generated task breakdowns, project managers can help new team members understand work decomposition best practices without extensive coaching sessions. The tool serves as a consistent model for how to approach complex tasks, establishing common planning patterns across the organization and accelerating team member development.



Backlog Grooming Aid

Refine epics or user stories into actionable subtasks with consistent granularity. Magic ToDo ensures that all work items are properly sized for sprint planning, eliminating the common challenge of inconsistent story points or hidden complexity. This leads to more accurate capacity planning and fewer mid-sprint surprises that derail timelines and team morale.



Fast Onboarding

Create comprehensive onboarding plans instantly for new team members. Rather than manually crafting individualized onboarding sequences, project managers can generate tailored plans that adapt to different roles and experience levels. This not only saves significant time in preparation but ensures a consistent onboarding experience that covers all critical knowledge areas, resulting in faster time-to-productivity and greater team integration for new hires.



Friendly Features

Designed With Neurodivergent Needs in Mind:

- Simplifies complex language for clarity
- Reduces decision fatigue with structured steps
- Provides visual organization patterns
- Adjustable complexity levels for different processing needs
- Removes ambiguity from tasks
- Creates consistent task structures

Example: From Chaos to Clarity

Original Task:

"Prepare for sprint planning meeting"

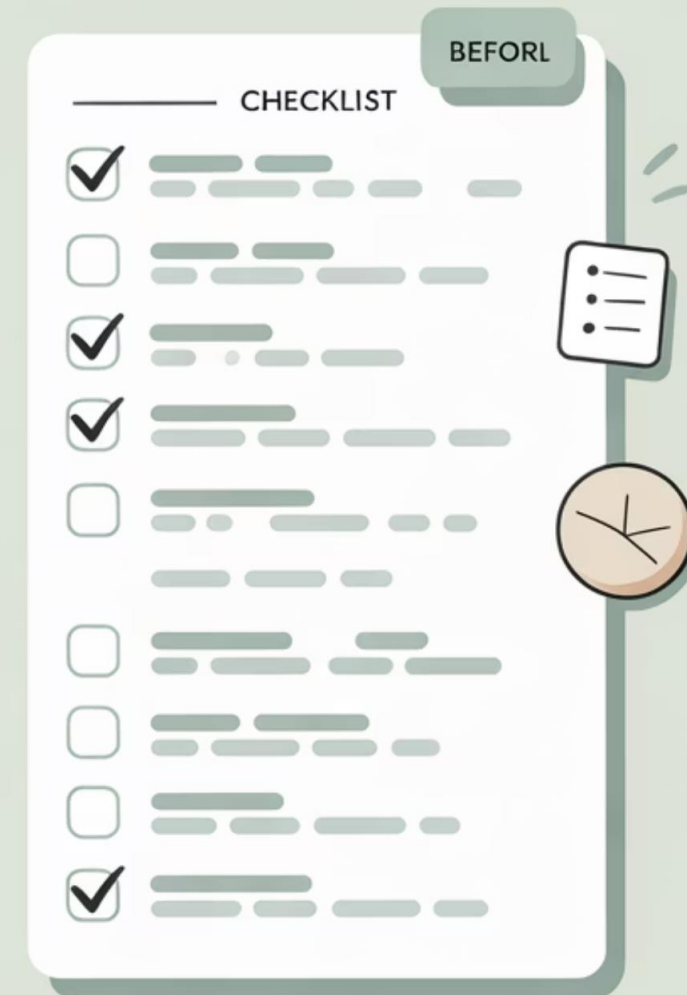
Magic ToDo Breakdown:

- 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



Real-World Success Story

"During a recent sprint planning session, I used Magic ToDo to prep an onboarding plan for a new QA tester. Instead of writing everything manually, I input: 'Create onboarding plan for new QA team member starting next week.' In seconds, it delivered a sequence that I could copy into Jira as subtasks."

30+

Minutes Saved

Per planning session

100%

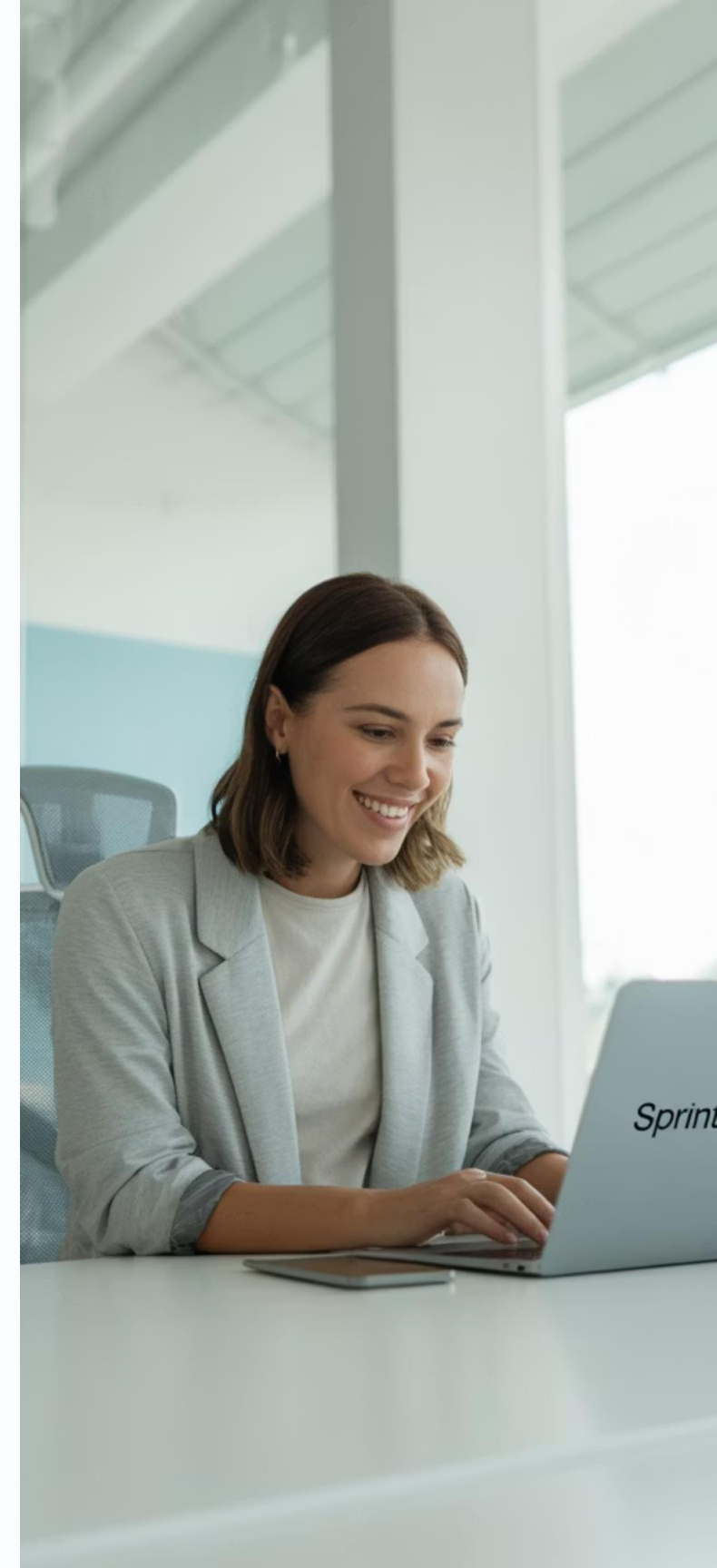
Task Coverage

No steps forgotten

∞

Stress Avoided

Immeasurable benefit



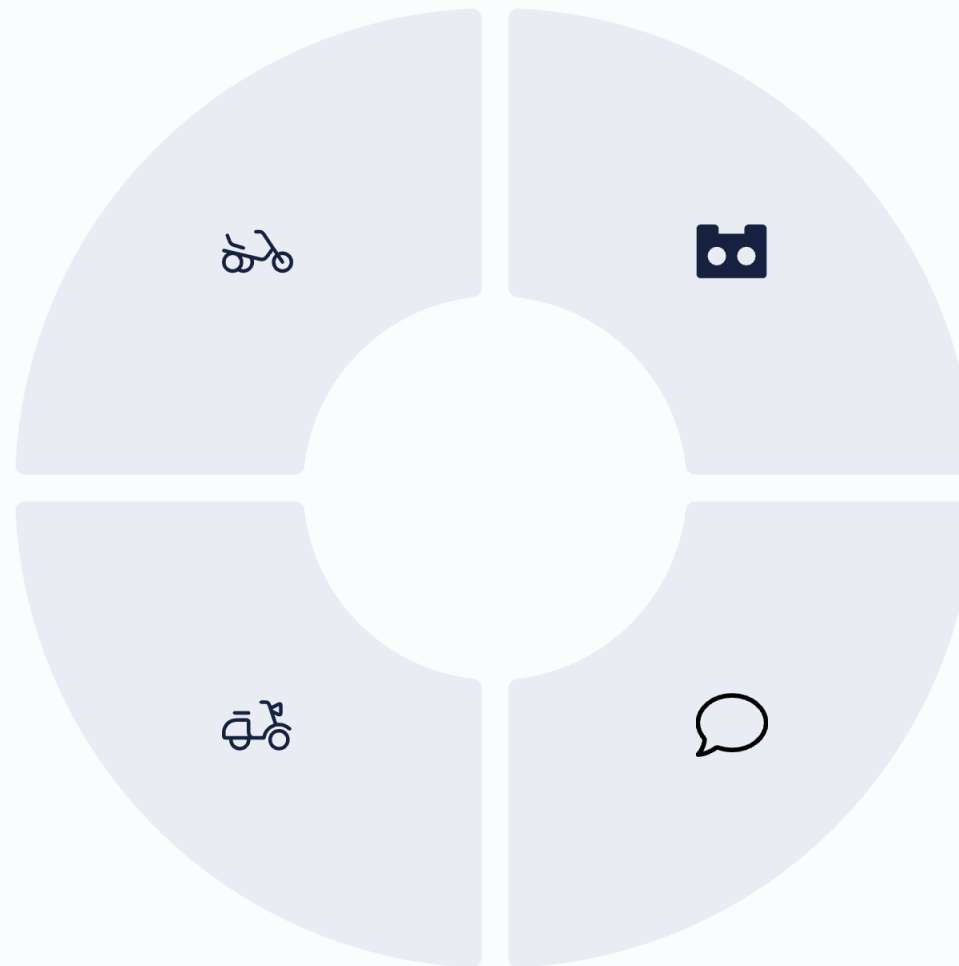
Perfect Alignment with Agile Principles

Responding to Change
Quickly reorganize tasks when priorities shift without manual rework

Simplifying Work
Transform complexity into clarity with AI assistance

Value Delivery
Free up mental resources for higher-level thinking and innovation

Supporting Individuals
Accommodate different thinking styles and processing needs





Implementation Ideas

Sprint Planning

- Break down user stories into tasks
- Generate consistent acceptance criteria
- Create developer onboarding plans

Retrospectives

- Convert action items into specific steps
- Structure improvement initiatives

Documentation

- Generate step-by-step guides
- Create testing protocols

Personal Productivity

- Break down your own complex assignments
- Convert meeting notes to action items
- Plan conference presentations

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

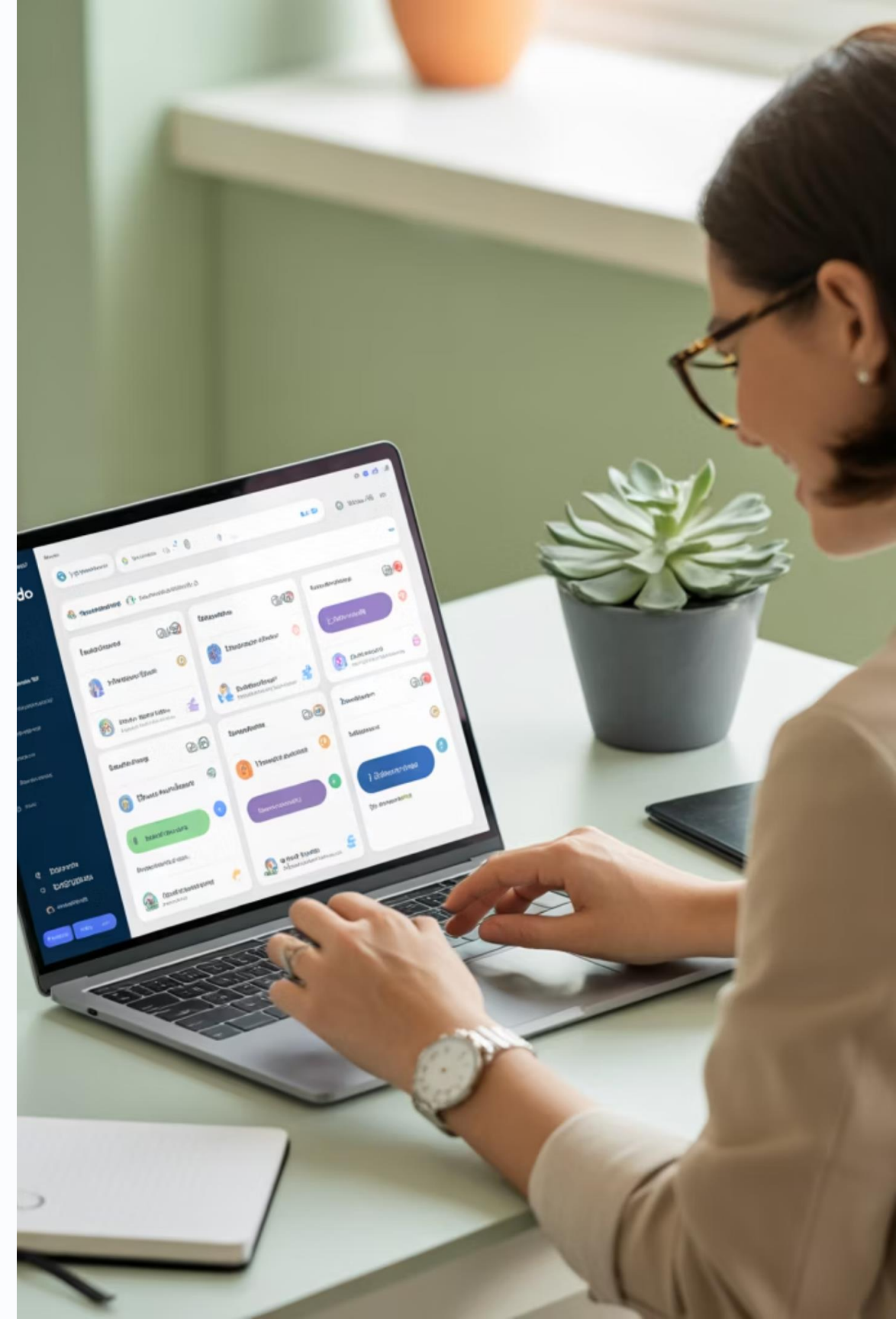
Retrospective Planning

Generate discussion points and action items for team improvement sessions

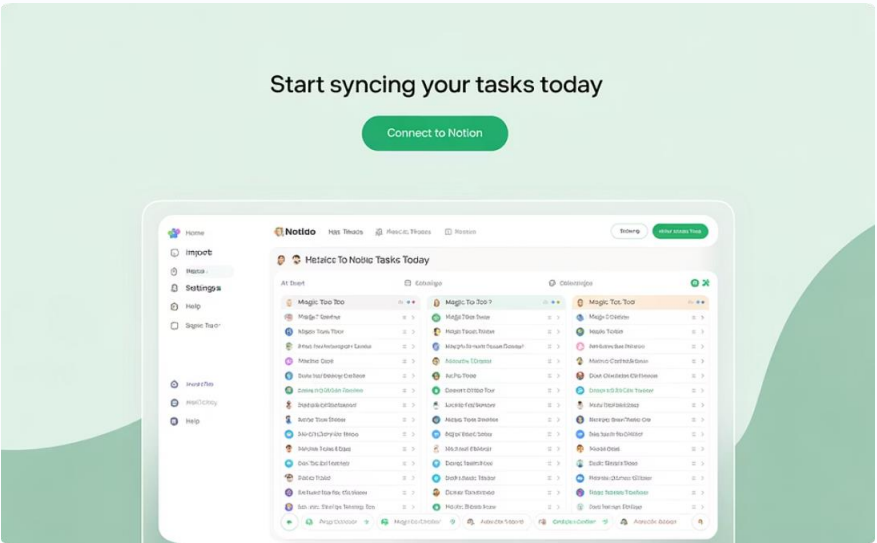


Pro Tips for Maximum Benefit

- 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

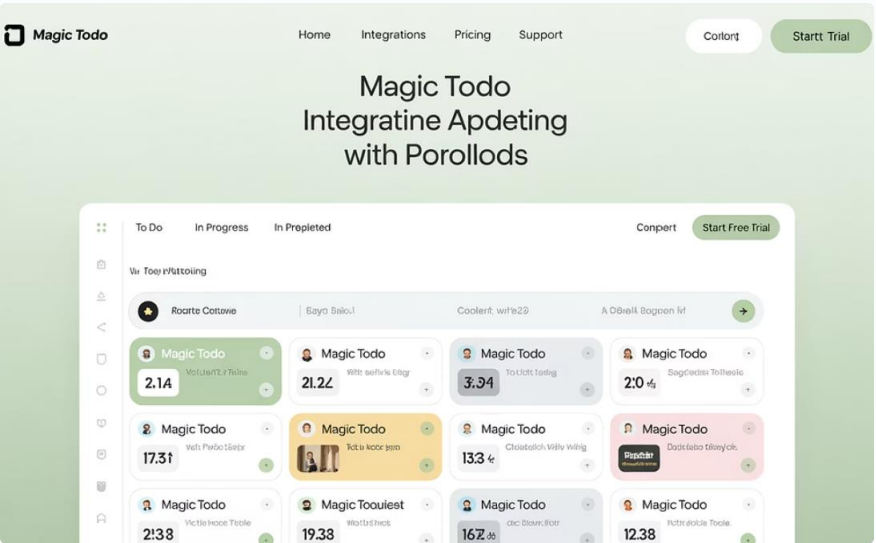


Integration With Your PM Toolkit



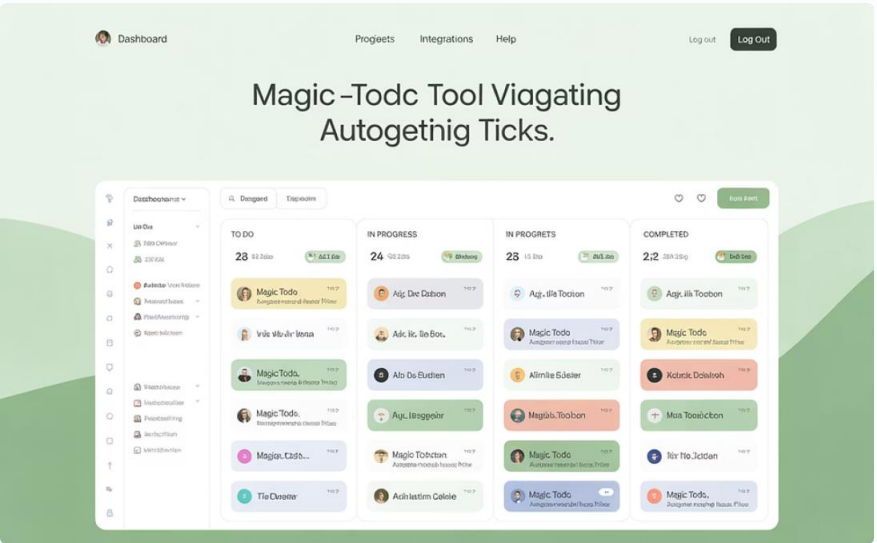
Notion

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

Start Using Magic ToDo Today

Transform the way your team approaches tasks and project planning

Try Magic ToDo N...

Share With Your Tea..

Let a little Goblin magic free your brain for what matters most: delivering value.

