



Selvaggia Fagioli

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Biography

Selvaggia Fagioli is the Co-Founder and COO of The Assistant Academy and is a strategy mentor with over 15 years of experience as an Executive Assistant and Business Partner. She is passionate about start-ups and innovation and loves improving business processes and information flow. Selvaggia holds an Executive MBA from MIP-Politecnico di Milano. She is the President of the Umbria Business Group Association, which aims to create business through networking.

Session: Tame Your To Do List with Trello

Learn how to *really* get things done with Trello, one of the most accessible (and free) Project Management tools.

Trello can be useful if you:

- manage a team (even a small one - like you and your executive);
- prefer to have the most recent updates always to hand;
- choose to receive and respond to the comments of your colleagues and boss proactively, at your own time.

Learning Objectives:

- learn how to turn your daily routine into a Trello board
- use an agile approach to achieve better results
- reduce downtime and work in progress, in a lean and efficient way
- assess the right priorities and decide how to tackle them
- make use of the new tool and approach in your daily routine

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to make an appointment to speak to us about booking Selvaggia to speak to your team either virtually or in person



This session is worth 1.0 IAAP recertification point.