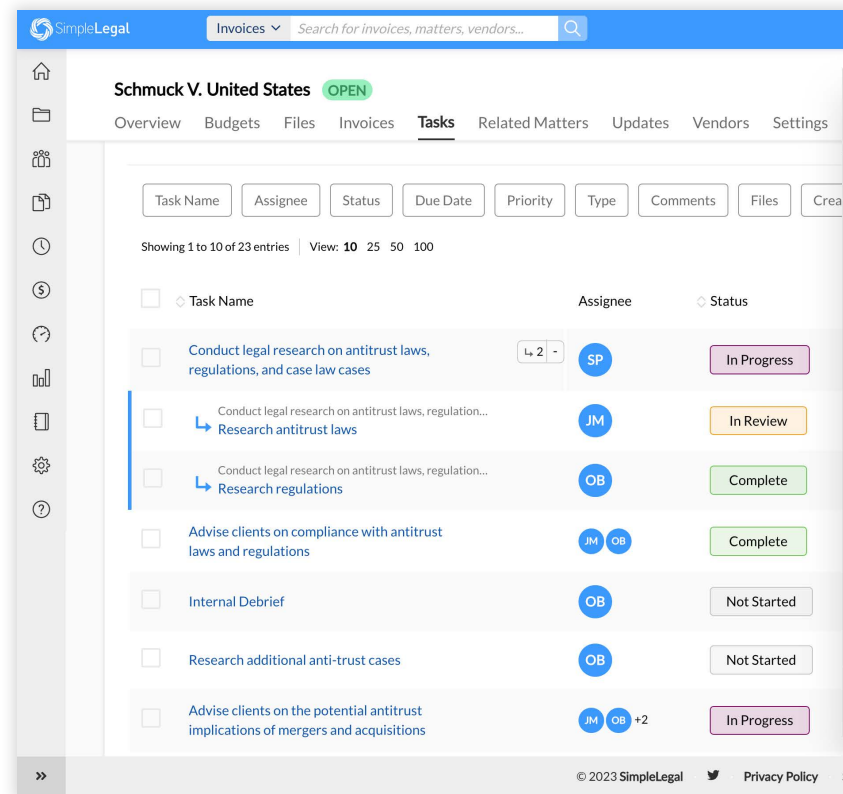


Task Management

Collaborate smarter on matters with real-time insight into related tasks and efficiently manage the work that needs to be done.

On any given day, in-house legal teams are inundated with matter-related tasks that are all vying for priority and attention. Without a streamlined way to manage tasks, legal teams often find themselves missing deadlines, burning out, and not achieving expected outcomes.

SimpleLegal helps to solve these problems with a fully integrated task management solution. With everything related to matters in one system – like tasks, documents, associated spend, important dates, and matter assignments – it's easier to make critical business and operational decisions faster, with the data to back them up.



Improve efficiency, reduce mistakes, and achieve more.

Unlock the power of task management! SimpleLegal delivers the powerful features of a standalone task management solution that's unified and integrated with our matter management. That means data isn't siloed, no need to manage multiple logins, and less chance of things getting lost or forgotten. With our task management, in-house legal teams can:



Plan and organize tasks and subtasks



Manage workloads and reassignment



Leverage historical data for decisions



Prioritize important, time-sensitive tasks



Enable greater efficiency



Enhance team collaboration

Your tasks. Our technology. Winning together.

SimpleLegal's task management empowers legal teams to track and complete tasks with clarity. Boosting team efficiency and productivity, it provides leaders and stakeholders with a clear picture of progress. Here are some of task management's key features that enable success:

- **Easy setup:** Create and track tasks by type, priority, status, and template, ensuring you have complete visibility and control.
- **Robust management:** Effortlessly create, edit, copy, and delete tasks and subtasks, streamlining your workflow.
- **Seamless Collaboration:** Keep the knowledge flowing by adding comments, attachments, and followers to tasks, promoting collaboration and seamless communication.
- **Multiple views:** Easily manage your tasks through multiple views, including the home dashboard, my requests, my tasks, and tasks you're following, making organization a breeze.
- **Quick Notifications:** Stay in perfect sync with your team through timely email notifications, ensuring everyone is on the same page.
- **Bulk edits:** Perform bulk editing with ease, saving you valuable time and effort.
- **Activity log:** Access an activity log of all tasks, allowing you to track progress, identify trends, and make informed decisions.

[Schedule a live demo](#)

to see task management in action and to learn more about what's coming in the future.

