



meister  
task

## **Assessor Recommendations Guide**



# Table of contents

Click on the link below to navigate through each section.

<b>Introduction.....</b>	<b>4</b>
<b>Key Features and benefits of MeisterTask.....</b>	<b>5</b>
<b>MeisterTask and MindMeister Integration.....</b>	<b>7</b>
<b>Specific Learning Differences (SpLD's).....</b>	<b>9</b>
Time management and organisation.....	9
Practical Sessions, Placements, Field Trips and Additional Course Activities.....	10
Examinations and Timed Assessments.....	10
Social Interaction and Communication.....	10
<b>Autistic Spectrum Disorder (ASD) and Asperger's Syndrome.....</b>	<b>12</b>
Time management and organisation.....	12
Practical Sessions, Placements, Field Trips and Additional Course Activities.....	13
Examinations and Timed Assessments.....	13
Social Interaction and Communication.....	13
<b>Mental Health.....</b>	<b>14</b>
Time management and organisation.....	14
Practical Sessions, Placements, Field Trips and Additional Course Activities.....	15
Examinations and Timed Assessments.....	15
Social Interaction and Communication.....	16
<b>Physical.....</b>	<b>17</b>
Time management and organisation.....	17
Practical Sessions, Placements, Field Trips and Additional Course Activities.....	18
Examinations and Timed Assessments.....	18
Social Interaction and Communication.....	18
<b>Unseen.....</b>	<b>19</b>
Time management and organisation.....	19
Practical Sessions, Placements, Field Trips and Additional Course Activities.....	20
Examinations and Timed Assessments.....	20
Social Interaction and Communication.....	21



# Introduction

**MeisterTask** is a powerful online task management and productivity tool. This is a valuable resource in supporting neurodiverse students who experience issues with executive functioning and overwhelm.

This could be as a direct result of a specific learning difference (SpLD), autism spectrum disorder, ADHD, or any other condition that affects neurological pathways.

This guide outlines the key features and benefits of **MeisterTask**, highlighting its potential to enhance organisation, task management, collaboration and productivity for neurodiverse students.



# Key Features and benefits of MeisterTask

**MeisterTask** is a versatile online task management tool that can significantly benefit neurodiverse students..

**MeisterTask's** visual organisation, task prioritisation, collaboration and customization features make it a valuable resource for DSA Needs Assessors to recommend to students, promoting effective task management, productivity, and academic success.

Here are some of the key features and benefits of **MeisterTask**:

## Visual Task Management:

- **MeisterTask** provides a visually appealing and intuitive interface for organising tasks using boards, lists and cards.
- This visual representation can be particularly beneficial for students with learning disabilities, ADHD, or executive function difficulties, as it helps them visualise and navigate their tasks and study materials effectively.

### Benefits:

- Improves task comprehension and organisation.
- Facilitates task prioritisation and time management.
- Reduces the feeling of overwhelm by breaking tasks into manageable steps.

## Task Prioritization and Reminders:

- **MeisterTask** allows users to assign due dates, add labels and create task dependencies, enabling students to prioritise their assignments and stay on track.
- Additionally, the reminder functionality ensures that students don't miss important deadlines or forget critical tasks.

### Benefits:

- Enhances task prioritisation and time management skills.
- Reduces procrastination and improves task completion rates.
- Provides a sense of structure and accountability.

## Collaboration and Group Projects:

- **MeisterTask** supports collaboration among students, allowing them to work on group projects and share tasks with their peers.



- This feature is beneficial for students who require assistance or prefer working in a team, fostering a sense of teamwork and facilitating effective communication.

**Benefits:**

- Promotes collaboration and peer support.
- Enhances communication and coordination among group members.
- Facilitates the division of tasks and the tracking of progress.

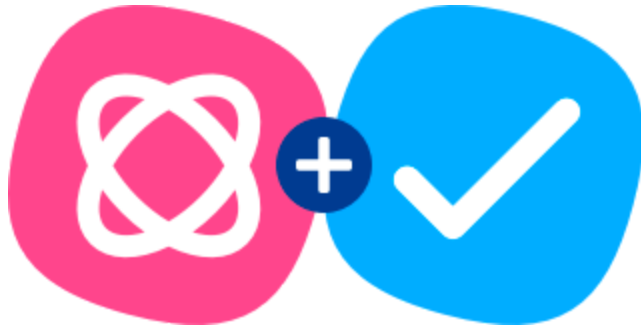
**Customization and Accessibility:**

- **MeisterTask** offers customization options, allowing students to adapt the tool's appearance and layout to their preferences.
- This feature ensures that students can personalise their workspace for optimal comfort and usability.
- **MeisterTask** is also available on multiple platforms, including web, mobile and desktop, providing flexibility and accessibility.

**Benefits:**

- Enhances user experience and accessibility.
- Allows students to tailor the tool to their specific needs.
- Provides seamless access to tasks and study materials across devices.





# MeisterTask and MindMeister Integration

The seamless integration of **MeisterTask** and **MindMeister** offers several benefits for users, enhancing their productivity, organisation, and creativity.

Here are the key advantages of integrating these two powerful tools:

## Streamlined Workflow:

- The integration allows for a seamless flow of work between **MindMeister** and **MeisterTask**.
- Users can brainstorm and create mind maps in MindMeister and then easily convert them into actionable tasks in MeisterTask, ensuring a smooth transition from ideation to execution.

## Enhanced Task Management:

- By integrating **MindMeister** with **MeisterTask**, users can directly convert individual branches or subtopics from their mind maps into tasks.
- This feature ensures that important ideas and action items are not overlooked and are efficiently incorporated into their task management system.

## Improved Planning and Organization:

- Mind maps created in **MindMeister** serve as visual representations of complex ideas, concepts, or projects.
- With the integration, users can break down these visualised concepts into actionable tasks and organise them in **MeisterTask's** intuitive boards and lists.
- This combination of visual planning and structured task management enhances overall organisation and clarity.

## Efficient Collaboration:

- Both **MindMeister** and **MeisterTask** support collaboration among users. With the integration, teams can collectively brainstorm and plan in MindMeister, and then seamlessly assign and distribute tasks within MeisterTask.



- This collaborative workflow enables effective teamwork, task delegation, and streamlined progress tracking.

#### **Contextual References:**

- The integration allows for easy reference and cross-referencing between **MindMeister** and **MeisterTask**.
- Users can attach relevant mind maps to specific tasks in **MeisterTask**, providing additional context and background information.
- This connection ensures that users have the necessary information readily available while working on their assigned tasks.

#### **Flexibility and Accessibility:**

- The integration of **MeisterTask** and **MindMeister** provides flexibility and accessibility. Users can access their mind maps and tasks from multiple platforms, including web, mobile and desktop.
- This flexibility enables users to stay organised and productive, regardless of their location or preferred device.

Overall, the seamless integration of **MeisterTask** and **MindMeister** combines the power of visual brainstorming and structured task management, facilitating efficient planning, organisation, collaboration, and productivity for individuals and teams.



# Specific Learning Differences (SpLD's)

- Dyslexia
- Dyspraxia or Developmental Coordination Disorder (DCD)
- Dyscalculia
- Dysgraphia
- Auditory Processing Disorder
- Attention deficit hyperactivity disorder (ADHD)
- Attention deficit disorder (ADD)

Many students who are diagnosed with a specific learning difference experience significant issues with prioritisation, time management and organisation.

**MeisterTask** supports these students by providing a visual interface, task breakdown, reminders and collaborative features that help create a structured environment. This inturn helps support effective planning, prioritisation and overall task management.

## Time management and organisation

- **MeisterTask's** integration with **MindMeister** offers a seamless approach from planning to task management and organisation.
- This combination of visual planning and structured task management enhances overall organisation and clarity.
- **MeisterTask** allows students to break down larger research tasks into smaller, manageable steps.
- Students can create separate cards for each stage of the research process, such as finding sources, reading and summarising articles and organising information.
- Breaking tasks into smaller components can make them more approachable for students with organisational difficulties.
- **MeisterTask** enables students to create checklists within each task card. Students can create checklists for specific reading or research tasks, such as outlining the steps involved in reading an article or conducting a literature review.
- Templates can be created for common research processes, providing a structured framework for students to follow.
- **MeisterTask** allows students to attach documents, articles, or research materials directly to task cards.
- Students can upload PDFs, Word documents, or images containing research materials, making them easily accessible during the task.





- Additionally, students can include links to relevant websites, online databases, or library resources for quick reference.
- **MeisterTask** integrates with note-taking applications such as Evernote or OneNote.
- Students can create task cards in **MeisterTask** to outline their research tasks and then link them directly to their notes in the respective apps.
- This integration helps students organise their reading notes and research findings more effectively.
- **MeisterTask** integrates with various other applications, such as Google Calendar, iCalendar and Office 365.
- These integrations enable individuals with SpLDs to sync their tasks, due dates, and relevant information with their existing workflows and preferred tools. This provides a more streamlined and unified organisational system.

### Practical Sessions, Placements, Field Trips and Additional Course Activities

- **MeisterTask** is available on multiple platforms, including web and mobile applications.
- This allows students to access their tasks and projects from anywhere, making it convenient for on-the-go activities such as field trips or placements.
- The accessibility features, such as keyboard shortcuts and screen reader compatibility, ensure that students with SpLDs can navigate and use **MeisterTask** effectively.

### Examinations and Timed Assessments

- **MeisterTask** offers a seamless integration with **MindMeister**, allowing students to create flashcards or quizzes for self-assessment.
- Students can link these study aids directly to their task cards, making it convenient to revise and test their knowledge. Flashcards and quizzes aid in multisensory learning and retention of information.
- Students can set goals and milestones using **MeisterTask** to track their progress during exam preparation. By breaking down their study plan into smaller tasks and milestones, students can stay motivated and focused.
- Achieving these milestones provides a sense of accomplishment and helps in maintaining motivation throughout the preparation process.

### Social Interaction and Communication



- For students who are working on group projects or activities, **MeisterTask** enables collaborative work.
- Students can invite their peers or group members to the respective project boards, assign tasks to each member, and track the progress of each task.
- This facilitates effective communication and coordination, especially for students with SpLDs who may benefit from shared responsibilities and support from others.



# Autistic Spectrum Disorder (ASD) and Asperger's Syndrome

**MeisterTask** offers a structured and visually appealing platform for task management and organisation, which can greatly benefit students diagnosed with ASD or Asperger's Syndrome.

By leveraging its features, students can use **MeisterTask** to enhance planning, time management and organisational skills, ultimately improving their academic performance and reducing study-related overwhelm..

## Time management and organisation

- **MeisterTask's** integration with **MindMeister** offers a seamless approach from planning to task management and organisation.
- This combination of visual planning and structured task management enhances overall organisation and clarity.
- **MeisterTask** utilises a visual interface with customizable boards, columns, and cards. Students can create cards for each task or assignment, representing them visually.
- This visual representation can help students with ASD or Asperger's to better understand and process their tasks, making it easier to prioritise and plan their work.
- **MeisterTask** allows users to add detailed descriptions to each task card. Students can provide specific instructions, requirements, or steps for completing the task.
- For students who may struggle with interpreting verbal or written instructions, having a clear and detailed description can be beneficial.
- **MeisterTask** supports task dependencies, where students can link tasks together based on their order of completion.
- This feature helps students understand the sequential nature of tasks and fosters a sense of structure and organisation.
- **MeisterTask** enables students to set reminders and due dates for tasks. This feature can help students manage their time effectively and stay on top of their assignments.
- Students can receive notifications when deadlines are approaching, reducing the likelihood of forgetting or missing important tasks.



- **MeisterTask** allows users to customise their task boards, columns, labels, and other visual elements. Students can personalise their boards based on their preferences, making the system more engaging and tailored to their specific needs.
- **MeisterTask** provides visual indicators to track task progress. Students can move task cards across columns as they progress from "To Do" to "In Progress" to "Completed."
- This visual representation of progress can motivate students and provide a sense of accomplishment as they see their tasks move closer to completion.

### Practical Sessions, Placements, Field Trips and Additional Course Activities

- **MeisterTask** is available on multiple platforms, including web and mobile applications.
- This allows students to access their tasks and projects from anywhere, making it convenient for on-the-go activities such as field trips or placements.
- The accessibility features, such as keyboard shortcuts and screen reader compatibility, ensure that students can navigate and use **MeisterTask** effectively.

### Examinations and Timed Assessments

- **MeisterTask** offers a seamless integration with **MindMeister**, allowing students to create flashcards or quizzes for self-assessment.
- Students can link these study aids directly to their task cards, making it convenient to revise and test their knowledge. Flashcards and quizzes aid in multisensory learning and retention of information.
- Students can set goals and milestones using **MeisterTask** to track their progress during exam preparation. By breaking down their study plan into smaller tasks and milestones, students can stay motivated and focused.
- Achieving these milestones provides a sense of accomplishment and helps in maintaining motivation throughout the preparation process.

### Social Interaction and Communication

- **MeisterTask** facilitates collaboration among students, teachers, and support personnel.
- Students can share their task boards with others, allowing for easy communication and feedback exchange. This feature promotes teamwork, fosters social skills development, and encourages effective communication.



# Mental Health

- Anxiety
- Depression
- Post Traumatic Stress Disorder (PTSD)
- Obsessive Compulsive Disorder (OCD)
- Borderline Personality Disorder (BPD)
- Dissociative disorder
- Attention deficit hyperactivity disorder (ADHD)
- Attention deficit disorder (ADD)

**MeisterTask** can be a valuable tool for students diagnosed with mental health conditions, as it provides a structured and customizable approach to task management and organisation.

By utilising its features, students can use **MeisterTask** to enhance planning, time management and organisational skills, ultimately improving their academic performance and reducing study-related anxiety.

## Time management and organisation

- **MeisterTask's** integration with **MindMeister** offers a seamless approach from planning to task management and organisation.
- This combination of visual planning and structured task management enhances overall organisation and clarity.
- **MeisterTask** offers a visual interface that allows students to create task cards for each assignment or activity.
- By organising tasks visually, students can easily see what needs to be done, which can help reduce anxiety and overwhelm associated with managing multiple tasks.
- **MeisterTask** allows students to prioritise tasks by using labels, tags, or custom fields.
- This feature helps students focus on the most important and urgent tasks, enabling them to allocate their time and energy effectively.
- Students can break down complex tasks into smaller, more manageable subtasks using **MeisterTask**.
- Breaking tasks into smaller steps can make them less overwhelming and more achievable, which can be particularly helpful for students who struggle with motivation or have difficulty starting tasks.



- **MeisterTask** enables students to set reminders and due dates for tasks. This feature helps students stay organised and on track, reducing the likelihood of missing deadlines or forgetting important assignments.
- Reminders can serve as prompts to initiate task completion and maintain consistency.
- **MeisterTask** provides visual indicators to track task progress. Students can move task cards across columns as they make progress, visually representing their accomplishments.
- This feature can provide a sense of achievement, motivation and satisfaction, which can positively impact mental well-being.
- **MeisterTask** offers customization options, such as board layouts, labels, and colours. Students can personalise their task boards according to their preferences, making the system more engaging and tailored to their specific needs.
- This customization can create a sense of ownership and empowerment, contributing to a positive mindset and improved motivation.

### Practical Sessions, Placements, Field Trips and Additional Course Activities

- **MeisterTask** is available on multiple platforms, including web and mobile applications.
- This allows students to access their tasks and projects from anywhere, making it convenient for on-the-go activities such as field trips or placements.
- The accessibility features, such as keyboard shortcuts and screen reader compatibility, ensure that students can navigate and use **MeisterTask** effectively.

### Examinations and Timed Assessments

- **MeisterTask** offers a seamless integration with **MindMeister**, allowing students to create flashcards or quizzes for self-assessment.
- Students can link these study aids directly to their task cards, making it convenient to revise and test their knowledge. Flashcards and quizzes aid in multisensory learning and retention of information.
- Students can set goals and milestones using **MeisterTask** to track their progress during exam preparation. By breaking down their study plan into smaller tasks and milestones, students can stay motivated and focused.
- Achieving these milestones provides a sense of accomplishment and helps in maintaining motivation throughout the preparation process.



## Social Interaction and Communication

- **MeisterTask** allows for collaboration and sharing of task boards with teachers, peers, or support personnel.
- Students can receive guidance, feedback, and assistance from others, fostering a supportive environment that can help manage the stress and challenges associated with task completion.



# Physical

- Arthritis
- Scoliosis
- Sciatica
- Raynaud's syndrome
- Fibromyalgia

**MeisterTask** can be a valuable tool for students diagnosed with physical disabilities, as it provides a digital platform that supports task management and organisation.

By utilising its features, students can use **MeisterTask** to enhance planning, time management and organisational skills, ultimately improving their academic performance and reducing study-related fatigue.

## Time management and organisation

- **MeisterTask's** integration with **MindMeister** offers a seamless approach from planning to task management and organisation.
- This combination of visual planning and structured task management enhances overall organisation and clarity.
- **MeisterTask** offers various accessibility features to cater to students with physical disabilities. These features may include keyboard navigation, screen reader compatibility, and adjustable font sizes.
- By ensuring accessibility, **MeisterTask** allows students to navigate and use the platform effectively, regardless of their physical limitations.
- **MeisterTask's** visual interface allows students to organise tasks using boards, columns, and cards.
- This visual representation can be especially helpful for students with physical disabilities, as they can easily create, move, and manage tasks using drag-and-drop functionality. **MeisterTask** provides a clear and intuitive way to organise their workload.
- **MeisterTask** integrates with voice control and dictation tools available on various devices and operating systems. This feature enables students with physical disabilities to interact with MeisterTask using voice commands, making it easier for them to create tasks, set due dates and update task details without relying solely on manual input.
- **MeisterTask** allows students to set reminders and due dates for tasks. This feature is particularly helpful for students with physical disabilities who may face challenges with executive functioning.





- Reminders can serve as prompts to initiate task completion and help students stay organised and on track.
- **MeisterTask** enables students to attach relevant study materials, such as documents, links, or multimedia files, directly to their task cards.
- This feature ensures that students have easy access to their study materials, eliminating the need to physically handle or carry multiple resources.

### **Practical Sessions, Placements, Field Trips and Additional Course Activities**

- **MeisterTask** is available on multiple platforms, including web and mobile applications.
- This allows students to access their tasks and projects from anywhere, making it convenient for on-the-go activities such as field trips or placements.
- The accessibility features, such as keyboard shortcuts and screen reader compatibility, ensure that students can navigate and use **MeisterTask** effectively.

### **Examinations and Timed Assessments**

- **MeisterTask** offers a seamless integration with **MindMeister**, allowing students to create flashcards or quizzes for self-assessment.
- Students can link these study aids directly to their task cards, making it convenient to revise and test their knowledge. Flashcards and quizzes aid in multisensory learning and retention of information.
- Students can set goals and milestones using **MeisterTask** to track their progress during exam preparation. By breaking down their study plan into smaller tasks and milestones, students can stay motivated and focused.
- Achieving these milestones provides a sense of accomplishment and helps in maintaining motivation throughout the preparation process.

### **Social Interaction and Communication**

- **MeisterTask** facilitates collaboration among students, teachers, and support personnel. Students with physical disabilities can share their task boards with others, allowing for easy communication and teamwork.
- This feature promotes inclusivity and enables students to work together effectively, even if they have physical limitations.



# Unseen

- ME / Chronic Fatigue Syndrome (CFS)
- Sickle Cell Anaemia
- Long Covid
- Multiple Sclerosis (MS)
- Brain injury
- Sickle cell anaemia
- Postural orthostatic tachycardia syndrome (POTS)

**MeisterTask** can be a helpful tool for students diagnosed with unseen conditions like Chronic Fatigue Syndrome (CFS) or Multiple Sclerosis (MS) that affect executive functioning.

**MeisterTask** is a tool to support task management and organisation, allowing students to prioritise self-care, pacing themselves, and seeking appropriate support when needed to manage their conditions effectively.

## Time management and organisation

- **MeisterTask's** integration with **MindMeister** offers a seamless approach from planning to task management and organisation.
- This combination of visual planning and structured task management enhances overall organisation and clarity.
- **MeisterTask** offers a flexible and customizable platform for task management. Students can adapt the system to their specific needs, such as adjusting the number of tasks or breaking down complex tasks into smaller, more manageable sub-tasks.
- This flexibility allows students to work at their own pace and accommodate their energy levels or cognitive functioning.
- **MeisterTask** allows students to prioritise tasks and set due dates. Students can categorise tasks based on urgency and importance, helping them allocate their limited energy and cognitive resources effectively.
- By setting due dates, students can establish a sense of structure and manage their time more efficiently.
- **MeisterTask** provides reminder features that can help students stay on track with their tasks. Students can set reminders for due dates or specific task milestones to ensure they do not forget important assignments or deadlines.
- Notifications can serve as prompts to initiate task completion and assist in managing executive functioning challenges.



- **MeisterTask** enables students to provide detailed descriptions for each task. This feature allows students to include specific instructions, requirements, or steps needed to complete the task.
- Clear and explicit task descriptions can help compensate for any executive functioning difficulties, providing clarity and reducing the cognitive load associated with task management.
- **MeisterTask's** visual interface with boards, columns, and cards provides a clear visual representation of tasks. Students can utilise the visual organisation to have a better overview of their tasks and progress.
- This visual approach can aid in cognitive processing and enhance executive functioning by reducing the need for mental effort to remember and prioritise tasks.
- **MeisterTask** provides visual indicators to track task progress. Students can move task cards across columns as they make progress, visually representing their accomplishments.
- This visual representation can be motivating and provide a sense of achievement, helping students manage their executive functioning challenges.

### Practical Sessions, Placements, Field Trips and Additional Course Activities

- **MeisterTask** is available on multiple platforms, including web and mobile applications.
- This allows students to access their tasks and projects from anywhere, making it convenient for on-the-go activities such as field trips or placements.
- The accessibility features, such as keyboard shortcuts and screen reader compatibility, ensure that students can navigate and use **MeisterTask** effectively.

### Examinations and Timed Assessments

- **MeisterTask** offers a seamless integration with **MindMeister**, allowing students to create flashcards or quizzes for self-assessment.
- Students can link these study aids directly to their task cards, making it convenient to revise and test their knowledge. Flashcards and quizzes aid in multisensory learning and retention of information.
- Students can set goals and milestones using **MeisterTask** to track their progress during exam preparation. By breaking down their study plan into smaller tasks and milestones, students can stay motivated and focused.
- Achieving these milestones provides a sense of accomplishment and helps in



maintaining motivation throughout the preparation process.

## **Social Interaction and Communication**

- **MeisterTask** supports collaboration and sharing of task boards with teachers, peers, or support personnel. Students can seek assistance, feedback, or guidance from others, which can alleviate some of the executive functioning challenges they may face.
- Collaborating with a support system can help in managing tasks more effectively and reducing the impact of unseen conditions on executive functioning.

