

Advantages / Disadvantages of Online Planners

- Advantages
 - Access anywhere easily
 - Copy and paste info rather than rewriting
 - Can include website URL's in tasks
 - Can share information easily with others
 - Can take notes with cell phone if on the road
 - Automated Notifications
- Disadvantages
 - Require WiFi or internet access
 - Your office security may not allow access
 - Limited to features available – dependent on your company's subscription with the app owners
 - Make sure your devices are charged
 - Need to remember passwords