Tools Cheat Sheet

Choose The Tool You're Most Comfortable With

Pen and paper   **(if you have to)**
Word processor   **e.g. MS Word**   **(will do, use tables)**
Spreadsheet   **e.g. MS Excel**   **(very practical)**
Mind map   **e.g. Xmind**   **(works well, visually oriented)**
Project Management Tool   **e.g. MS Project**   **(professional, not necessary)**