Free Online Task Management Systems

PROGRAM	Todoist	Wrike	Asana	Clickup
Task Management	Combines all tasks across projects and groups by the due dates. Simple but useful view	Combines all tasks across projects and groups by the due dates. Simple "My Work" view	Combines all tasks across projects and groups by the due dates. Multiple sort and filter options. Easy to customize and move around. Custom sections to organize tasks	Combines all tasks across projects and groups by the due dates. Multiple sort and filter options. Time estimates and time tracker on task levels
Project Management	Not much functionality	Good project functionality (you get more with paid versions). Free version includes: File management, Project level description and information storage, Folder/project storage	Good project functionality (you get more with paid versions). Free version includes: Calendar view, Conversations, File management, Templates, Follow-up tasks	Good project functionality (you get more with paid versions). Free version includes: Calendar view, File management, Templates, Dependencies, Goal setting, Simple reporting
Due Dates	Single due date	Due Dates & Start Dates	Single due date	Due Dates & Start Dates
Organizational System	Due Date, Project, Priority Settings	Due Date, Project, Folders, Status	Due Date, Projects, Tags, Sections, Several sort and filters available	Status (custom available), Due Date, projects, Tags, Several sort and filters available
Views Available	List	List, Board, Table	List, Calendar, Board	List, Calendar, Board, Boxes, Portfolios
Information & File Storage	No	Yes: Attach files by task or project, Good formatting in description, Set-up subtasks (but no due-date functionality)	Yes: Attach files by task or project, Good formatting in description, Set-up subtasks with: due dates, assignees, and file and info storage	Yes. Attach files by task or project, Good formatting in description, Set-up subtasks with due dates and assignees
Chrome Extension	Yes, Today's to-do list, Create a task	Yes, Create tasks/choose destination, Take screenshots	Yes, Create tasks/choose destination, Link website, Search/view existing tasks	Yes, Create tasks/choose destination, Take screenshots, Link website, Task Timer
Collaboration	Yes, Invite collaborators to assign tasks to by project	Yes, Assign tasks to other users, Tasks can have multiple users assigned, Sharing functionality	Yes, Assign Tasks to others, Have conversations (at both task and project level)	Yes, Assign tasks to other users, Functionality
Integrations	Many—Here are a few useful ones: Gmail, Slack	Many—Here are a few useful ones: Gmail, Slack, Outlook	100s—Here are a few useful ones: Gmail, Outlook, Slack, Salesforce, Dropbox, Google Drive, Trello, Evernote	Not very many: Slack, Gmail (with chrome extension)
Mobile	Simple, but effective	Multiple views, easy to use	Multiple views, easy to use	Multiple views, easy to use

Tools for EAs

basehq.com

BASE