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# Monday.com Tips & Tricks

- ◆ Mass Updating Sub Items
- ◆ Tracking Future Considerations

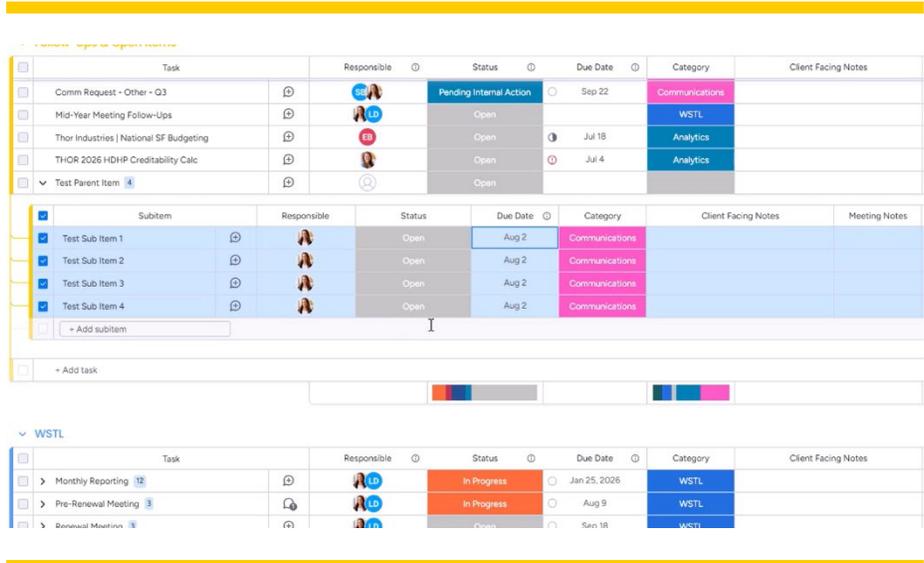
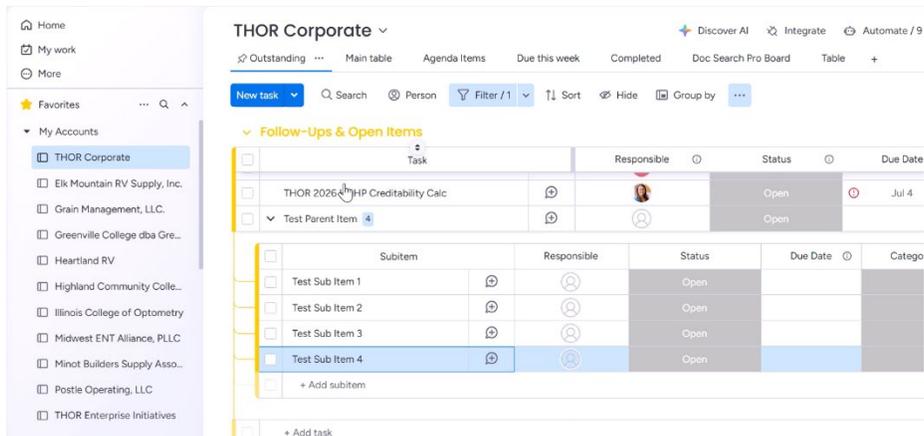
# Mass Updating Sub Items

Save clicks and update multiple sub items at one time

## Updating Multiple Sub Items

- Click the box to the left of “sub item” to select all sub items for that task
- You can now update the responsible, status, due date, and category all at once
- You can also push forward all due dates by a selected increment (image 2 below)
- Click the “x” in the bottom right to unselect all sub items

## CLICK IMAGES BELOW





# Tracking Future Considerations

Use a “Future Considerations” task for strategies to revisit down the road

## Managing Future Considerations

- Add a new task in “Follow Ups & Open Items”
- Enter sub-items for each future consideration to revisit
- This is a great spot to store follow ups from core WSTL meetings that aren’t being immediately looked at, but are still on the docket to be discussed in later meetings

... **Follow-Ups & Open Items** 10 Tasks / 8 Subitems

Task	Responsible	Status	Due Date
> Client Notes (Archived) 2	[Avatar]	Open	
> Client Notes 2	[Avatar]	Open	
▼ Future Considerations 4	[Avatar]	Open	

Subitem	Responsible	Status	Due Date
BenefitWave	[Avatar]	Agenda Item	May 1
FEDlogic	[Avatar]	Completed	Apr 19
Benefits 101 Call	[Avatar]	Agenda Item	Jul 1
1/1/26 Renewal	[Avatar]	Agenda Item	Jul 1
+ Add subitem			