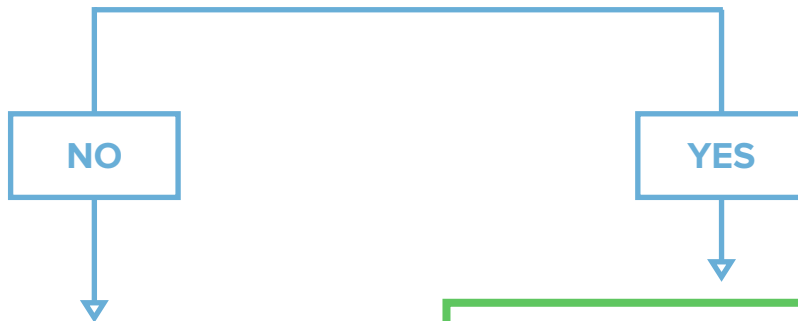
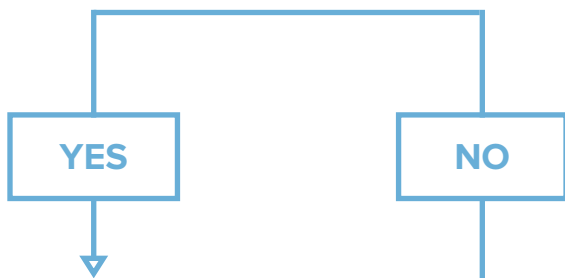


# When to Task, Message or Comment on Podio

Does what I have to say require an action to be taken at a later time?



Does what I have to say seem off topic or unnecessary to preserve in a comment thread?



**MESSAGE**  
Send a message to keep comment threads clean

**TASK**  
Assign a task with a due date and associate it the relevant app item so the request is preserved and easy to find

Is the team member I'm talking to already engaged with me on the comment thread?



**COMMENT**  
Comment away! But if the conversation ever strays off topic, take it to a message

Be sure to "@mention" them to bring the team member into the conversation

Yes, but they are not immediately able to comment on a thread