Everyday workflows in Asana

asana

To-do list	In Asana: My Tasks
Keeping track of your to-dos	Add a task, assign it to yourself. All tasks assigned to you will appear in your My Tasks list.
Prioritizing your tasks	Add due dates to all of your tasks, and prioritize your work by marking tasks for Today, Upcoming, or Later.
Collaborating on tasks	Add your tasks to relevant projects, include followers and have conversations directly in a task.
Writing yourself a personal reminder	For a quick reminder to yourself, create a task that is not in a project. Tasks created without a project are private by default.
Using a board and sticky notes	Use a boards project to drag and drop tasks between columns the same way you can move sticky notes around.

Meeting agendas and notes	In Asana: A meeting project
Creating an agenda	Create a project for your meeting, and add a task for each agenda topic.
Facilitating a meeting	Display the project in your meeting room, and mark tasks complete or move tasks into new sections as you cover each agenda item.
Capturing meeting minutes	Take notes in a task that you can keep in the project as a reference. @mention relevant tasks, projects, and teammates in your notes.
Following up on action items	Create a section in your meeting project labeled "follow up". Add and assign tasks as action items come up in your meeting.
Communicating a key decision	After making a key decision, indicate this in a comment and pin the comment to the top of the task.

Private communication	In Asana: Private tasks and projects
Keeping a private notebook	Create a private project for your notes. Now, they're easily searchable in Asana but still private to just you.
Sending a private email	Assign a private task to your teammate with your information or question.
Taking private meeting notes	Create a private project for your meeting and only invite the appropriate teammates.
Managing one-on-one meetings	Create private projects for your one-on-one meetings to track goals, progress, questions, and feedback.