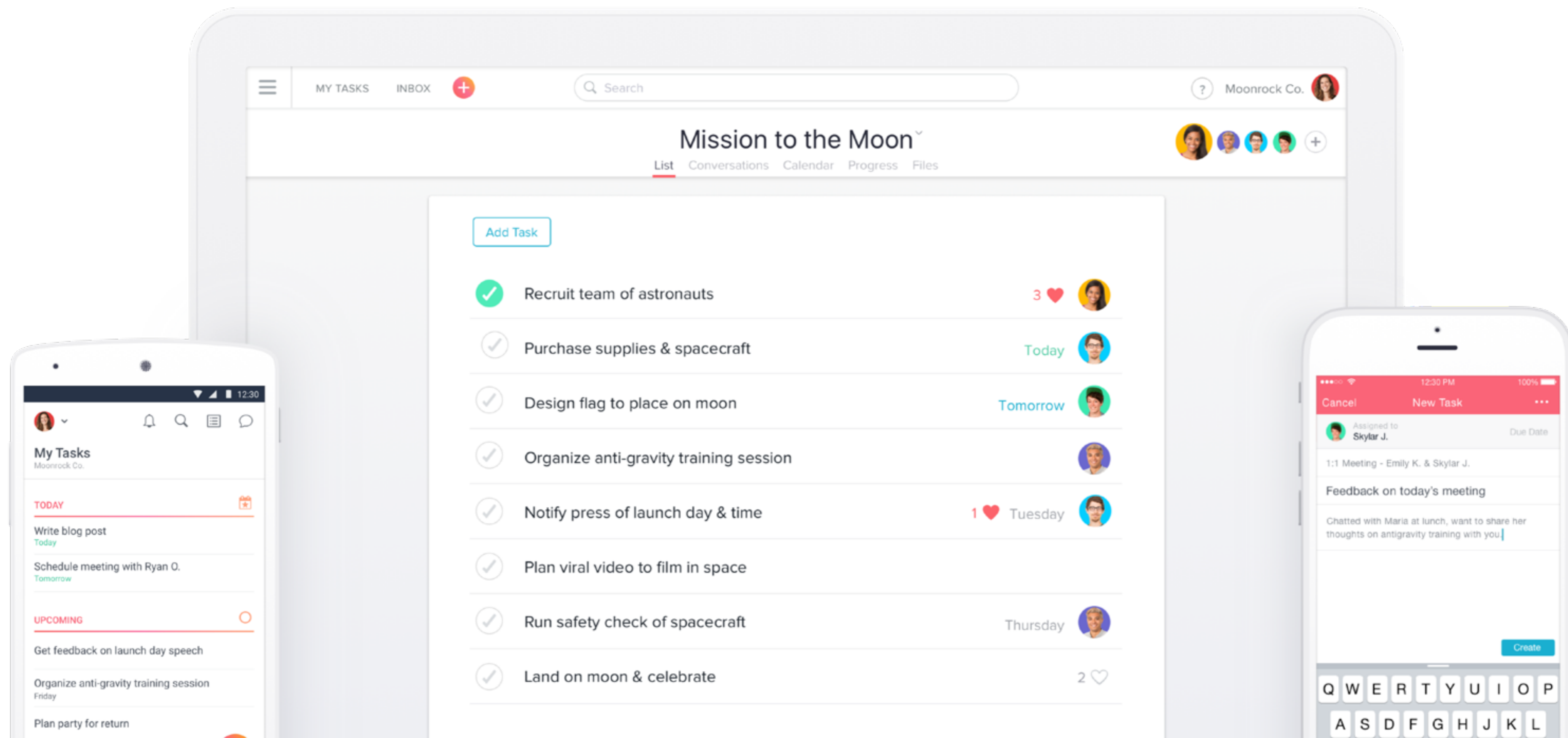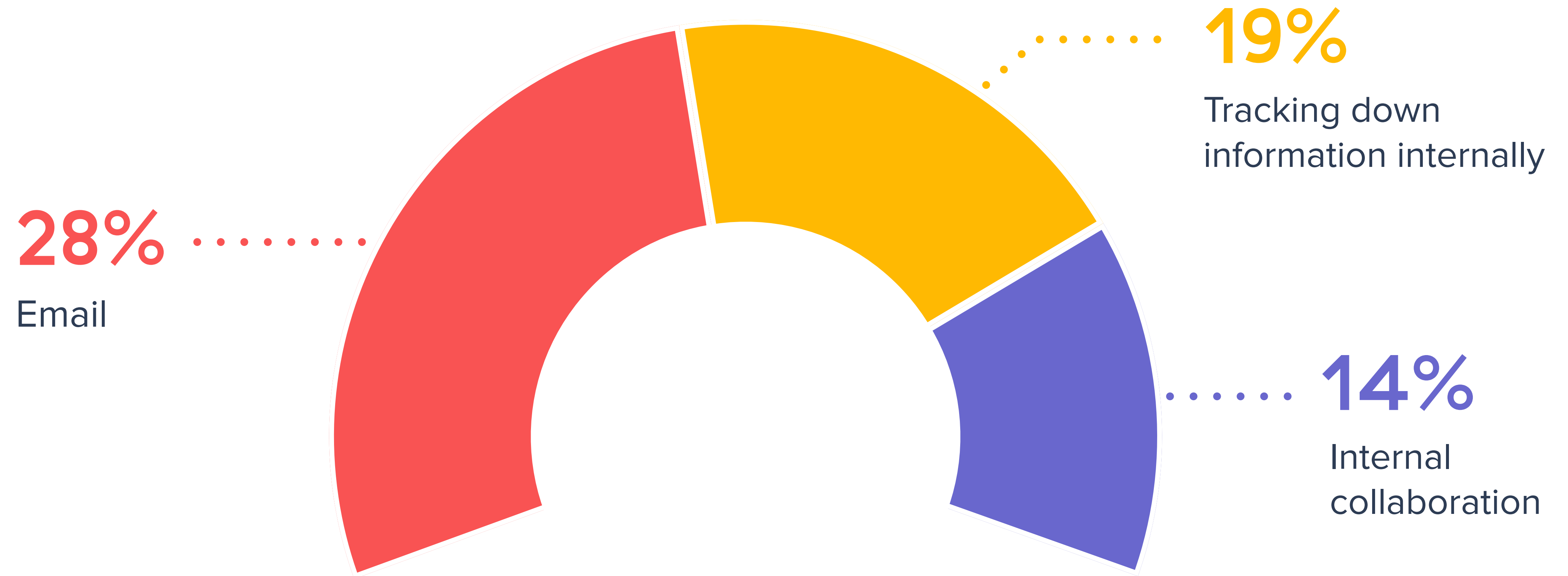# Asana Premium Overview

Meet Asana

Asana is the best place for teams to track their work—it's simple to get started, and powerful enough to run your entire business.
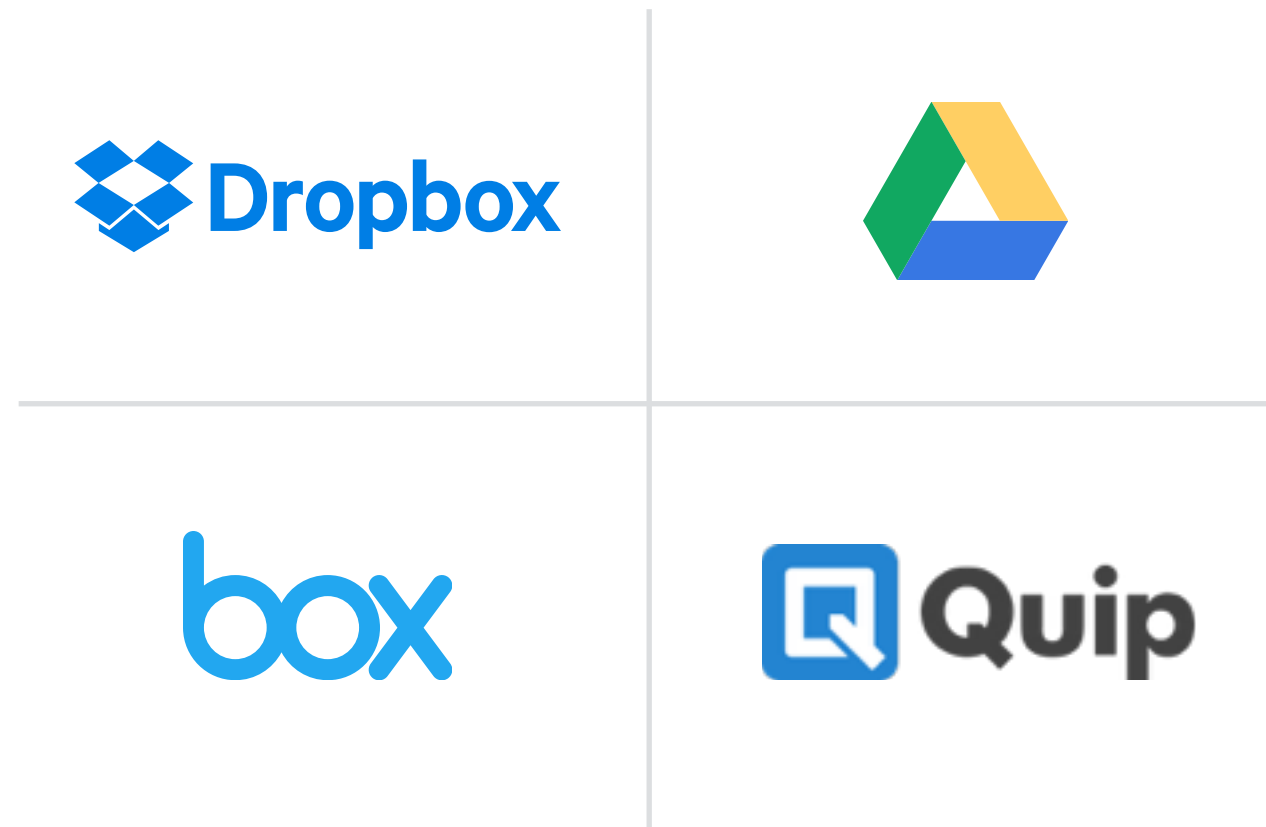
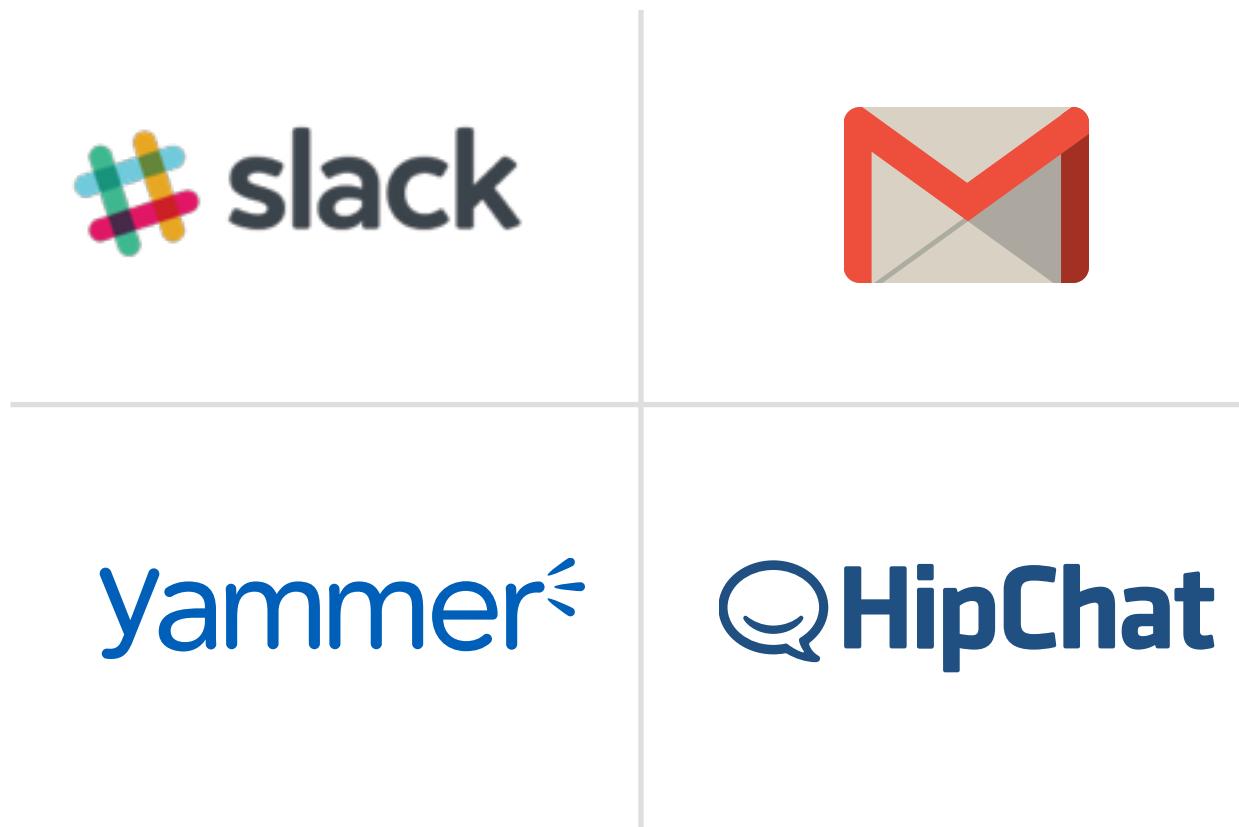# Work tracking with Asana

Asana reduces work about work

19%
Tracking down information internally

28%
Email

14%
Internal collaboration

SOURCE: MCKINSEY GLOBAL INSTITUTE, "THE SOCIAL ECONOMY"

asana

4

How it fits in with other collaboration tools

Files

Create, share, and store documents and files with your team.

Messaging

Send messages back and forth with your team.

Work Tracking

Keep track of all of your team's work — who's doing what, by when.
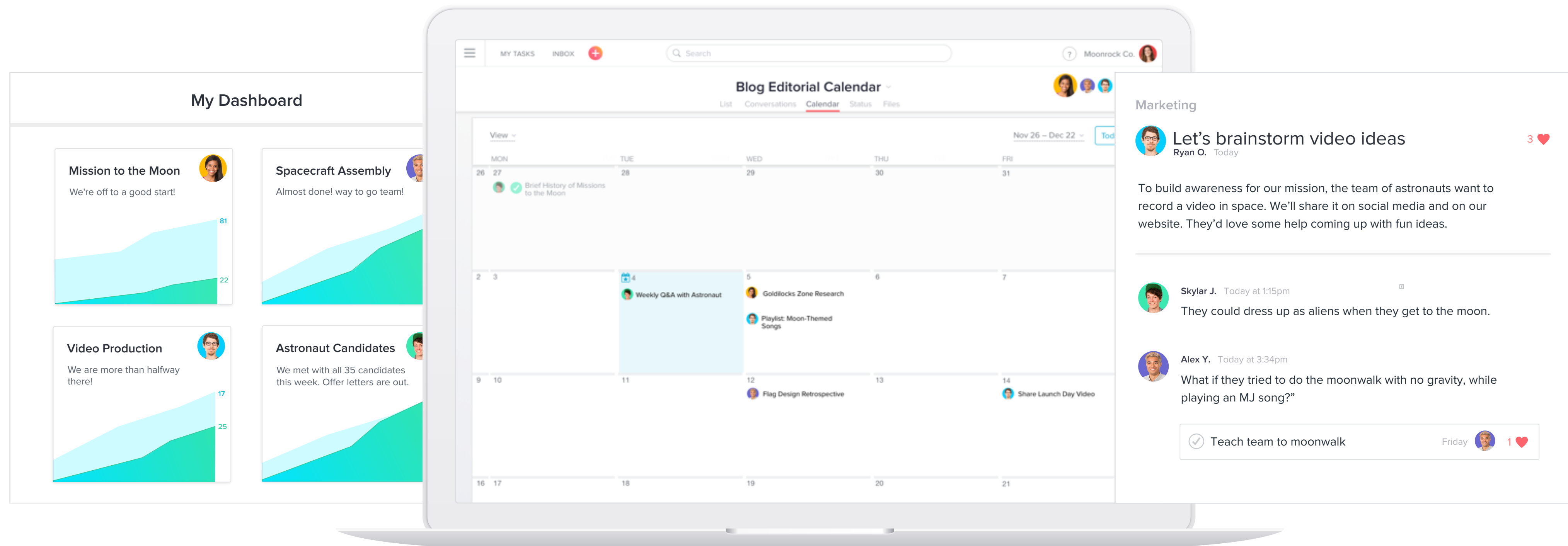
Work tracking is essential

Existing collaboration tools, email, chat, and documents still can't answer critical questions:

- What are the steps left between now and accomplishing our goal?
- Who's responsible for each of those steps?
- When are they going to be done?

asana

Work tracking with Asana

With Asana, you'll always know who is doing what, by when. Work is organized into tasks and projects. Communication remains focused and actionable with conversations, and you'll always know the status with dashboards and calendars.

Collaborate across teams
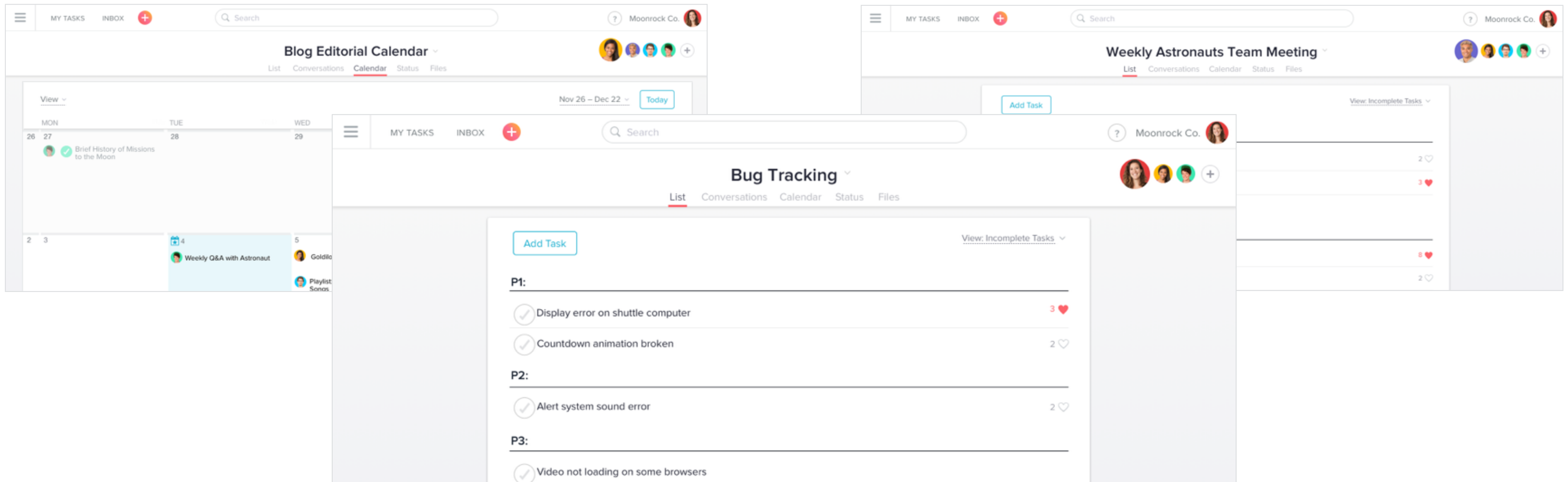
Asana is flexible enough for any project or workflow and helps companies collaborate and stay connected across teams. Projects can be used to hit deadlines, plan and run productive meetings, track leads, bugs, and job applicants—and more.

What you get with Asana Premium

Project & task management

✔️

TASKS

Easily create tasks for yourself or assign one to a teammate.

📋

PROJECTS

Organize your tasks into shared projects for your initiatives, meetings, and programs.

❤️

HEARTS

Say thanks, give a thumbs up, or vote for a task with a heart. Why "like" when you can ♥?

⠿

SECTIONS

Sections let you customize Asana to match your workflows and add structure to any project.

📎

ATTACHMENTS

Add files from your computer, Dropbox, Box, or Google Drive to any task or Conversation.

📅

DUE DATES & TIMES

Due dates ensure every task gets completed on time.

Actionable team communication

TASK CONVERSATIONS

Comment directly on a task, to clarify exactly what needs to be done.

PROJECT CONVERSATIONS

Discuss a project's progress to keep the momentum going.

TEAM PAGES

Have Conversations and see all of a team's projects in one place.

TASK ASSIGNEES

Give tasks a clear owner, so everyone knows who's responsible.

FOLLOWERS

Only get updates for the work you care about by following (or unfollowing) tasks and projects.

GUESTS

Collaborate with vendors, partners, and contractors in Asana.

Customizable views

✓

MY TASKS

Plan your day with a prioritized to-do list.

🔔

INBOX

Get automatic updates about just the tasks that matter to you.

🔍

SEARCH

Powerful search helps you find the work you need quickly.

📄

FILES VIEW

Find the files you need quickly or see a gallery view of any project's attachments.

📅

CALENDARS

See any list of tasks on a Calendar to get a clear view of when work is due.

📈

DASHBOARDS

Check progress on all the projects you care about in one customizable view.

Integrations & apps

DROPBOX

Attach Dropbox files directly to tasks with a built in file chooser.

SLACK

Post updates to a Slack channel when there are changes in your Asana workspace.

CHROME

Quickly and easily add tasks to Asana from any web page in Chrome.

OKTA

Eliminate passwords and access Asana using your existing corporate credentials.

GITHUB

Link Github commits to tasks so your team can stay on top of recent code changes.

GOOGLE DRIVE

The Google Drive file chooser is built into Asana so you can easily attach files.

More power with Premium

ADD MORE MEMBERS

Asana is more valuable when your whole team is using it. Add more than 15 members to each team and invite unlimited guests.

SEE PROJECT PROGRESS

Get a high-level view of work happening across your team. Add as many projects to your dashboard as you want.

CONTROL WHAT YOU SHARE

Make sure the right people see the right info. Limit access to any project, create hidden teams for sensitive work, or make teams public.

SECURE YOUR DATA

Designate Organization admins who can deprovision members, enable SSO or SAML, and export your data.

JUMP THE LINE FOR SUPPORT

Knowledgeable people are here to answer your questions. We'll send your ticket to the front of the queue when you need help.

GET SET UP FOR SUCCESS

We can help your team transition your workflows to Asana. Partner with a Customer Success Manager to deploy Asana successfully.
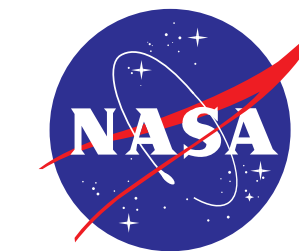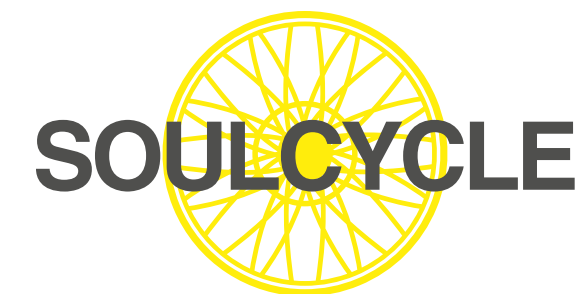
Trusted by great companies in every industry

Spotify

nielsen

Pinterest

airbnb

salesforce

MEALS ON WHEELS
AMERICA

BOSE

VICE

slack

Disney | abc Television Group

AUTODESK

MailChimp

ANDREESSEN HOROWITZ

Dropbox

Time Inc.

lyft

SONOS

BuzzFeed

Asana Premium customers

SOULCYCLE

Adobe

NASA

CBS Interactive

KEEP TAHOE BLUE
League to Save Lake Tahoe

UBER

Roche

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

HARVARD
UNIVERSITY

OAKLEY

BIRCHBOX

MAJOR LEAGUE BASEBALL

U
UDACITY

VE RI TAS

STEINWAY & SONS

LIVE UNITED
United Way

Red Bull
ENERGY DRINK

SFMOMA

COMCAST

change.org

simplehuman

MEDECINS SANS FRONTIERES
DOCTORS WITHOUT BORDERS

UBER

"Asana allows me to simultaneously manage teams across multiple markets. The interface is clean and organized, so I'm able to ensure all of my projects are on track."

— CHRISTOPHER BALLARD, GENERAL MANAGER - SAN DIEGO, **UBER**

CBS Interactive

"Asana is the glue that connects our 3 production offices in San Francisco, London, and Sydney. Since adopting it we've been able to dispense with several expensively maintained in–house solutions, and we've worked with Asana's excellent customer success team to have features built in that suit our needs."

— CHRIS BEAUMONT, CREATIVE DIRECTOR AT **CBS INTERACTIVE**

AUTODESK.

"Asana helps us keep track of our work and is the central place for all of our team communication. We're able to publish great content without missing a beat."

— ALEX COLE, CONTENT MARKETING AT **AUTODESK**

Learn more about Asana

Learn more about Asana Premium

Visit asana.com

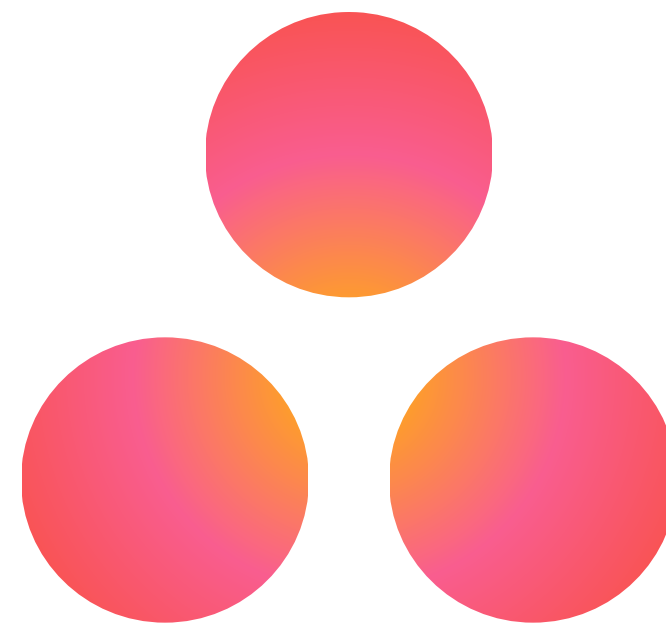For more information about our product, visit our product and premium pages.

Pricing

Calculate your team's price and see a list of Premium features on our pricing page.

Company story

We are a team of 150+ located in SF, NYC, and Dublin, learn more.