Power user checklist

If you've completed the **onboarding checklist** and you're ready to learn more, you've come to the right place!

These features were created to connect your work and teammates and help you save time. (They also lead to the most "a-ha" moments with existing teams using Asana). Once you've mastered them, you'll be even more productive at work—and a true Asana expert.

1. Connect information with @mentions

Use @mentions to link to teammates, projects, tasks, and conversations from any description or comment field in Asana. Just use an @ and start typing the information you want to connect.

Use @mentions for:

- **Linking to background information:** Link to another task, project, or conversation so that previous work history and relevant conversations are immediately accessible.

- **Calling out related tasks:** If one task is closely related to another, include the link to the other task in the comments or task description.

- **Address a comment to a specific person:** @mention your teammate in a task or conversation to direct your comment to them. They'll get a notification and be added as a follower to the task or conversation.

2. Add tasks to multiple projects

A key step to making Asana fit your workflow is adding a single task to multiple projects. To do so, type **Tab+P** and use the + **button** that appears to add the task to as many projects as needed.

This enables you to view the same information in many different contexts, without duplicating work. If a task is updated, the changes are reflected in both projects (since it's the same task that is just listed in two projects).
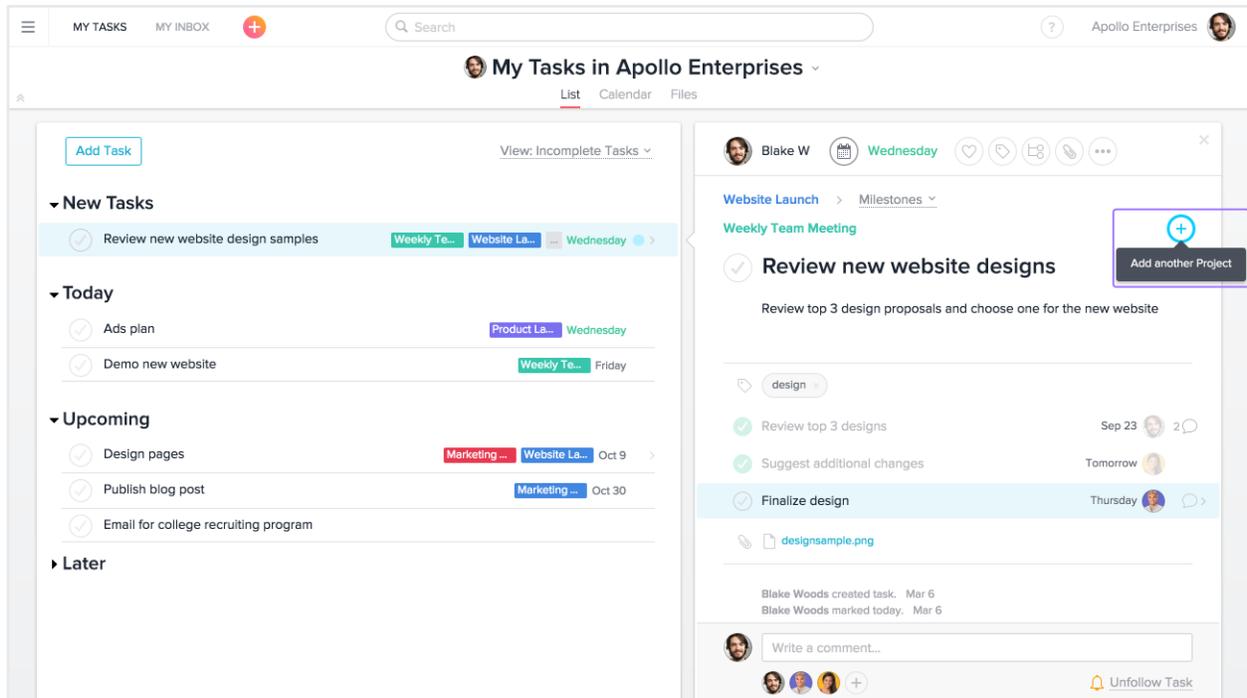
Here are a few scenarios when adding tasks to multiple projects is particularly useful:

- **You want to discuss a task in a meeting:** Add the task to a project for meetings and keep it in the original project.

- **Your task relates to a high-level goal or milestone:** Track goals in a project with your larger team or company, and track the action steps in a separate project with only your immediate team. Put the goal task in both the "Goals" project and "Action steps" project.

- **The task is relevant to more than one project:** Add tasks that require a handoff or work from two teams to both teams' projects, so everyone can track progress, without duplicating information or conversations about the task.

3. Use Advanced Search Reports to run reports

Use Advanced Search Reports to slice and dice, sort, and filter information in Asana, in any way you choose. Advanced Search Reports are customized lists of tasks, projects, people, due dates, custom fields, and other criteria you select. You can save reports to your sidebar for easy access later.
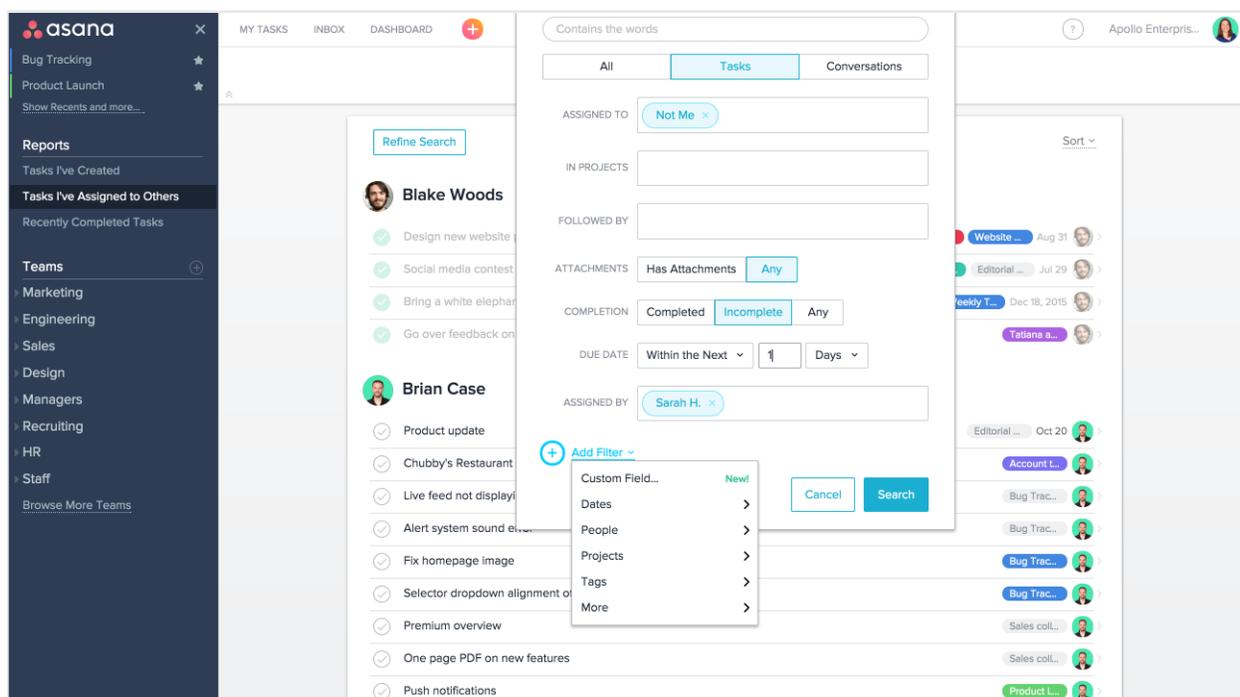
Some useful Advanced Search Reports:

- **What your team has completed recently:** Specify the Assignee(s), select **Completed**, and set the due date to within the last week or month.

- **What your team needs to get done soon:** Specify the Assignee(s), select **Incomplete**, and set the due date to within the next week.

- **Tasks you've assigned that are not yet complete:** Select T**asks I've Assigned to Others** from the search bar. Then click **Refine Search** in the upper left-hand corner, and change the completion status to **Incomplete**.

- **Search for custom fields:** You can search for any **custom field** and filter results. One example might be to search for your priority custom field, and select **high** to show the top priorities and make sure your team is on track.

4. Use multi-select to update many tasks at once

Press shift and the arrow keys to highlight multiple tasks at once. Then drag them, assign them, set due dates, or make any other edits. Your changes will be reflected on all the tasks you select.

5. Use Keyboard Shortcuts to work even faster

We designed Asana to be **quick**! One of the keys to speed in Asana is learning keyboard shortcuts.

Here's the [complete list of keyboard shortcuts](). You can see these in Asana by typing `Cmd/` or `Ctrl/` (a keyboard shortcut for keyboard shortcuts, so meta). Some of our favorites are below:

- `Tab+Q` - Quick Add task

- `Tab+M` - Assign to me

- `Tab+Y` - Mark as Today

- `Shift+↓` - Multi-select many tasks, this works with shift + any arrow key.

- `Tab+F` - Add follower

- **Type a colon (`:`)** at the end of a task name - Turn a task into a Section heading

- `Tab+↵` - Jump to task list/main pane

- `H` **in Inbox** - Hide read items

6. Assign copies of a task

Assign copies of a task to multiple teammates, or even to a whole team, with just a couple of clicks from the task assignee field.

When to assign copies of a task:

- When you need feedback on a document, assign copies of a review task to all the relevant stakeholders for comments or approval.

- When a routine process needs to get done, like open enrollment for benefits, assign tasks to everyone on your team to make sure they get it done by the deadline.

- Assign copies for each team member to add agenda items to your team's weekly meeting project prior to your next meeting.

[Assign copies directly from the assignee field]() in the task details.

7. Create and use templates

Templates make setting up projects in Asana easier (and faster). There are two types of project templates:

- **Custom templates** are great for workflows and projects that are repeated often. Custom templates save you setup time, and ensure that no steps get missed.

- **Asana-created templates** are a good starting point for common workflows based on recommended practices from Asana. You can further customize them to meet your team's specific needs.

8. Set up integrations

Many of the tools you already use at work integrate with Asana. Set up a few **integrations** to streamline your workflow and track all your work in Asana.

Asana has integrations for a wide variety of workflows:

- **File storage:** Dropbox, Google Drive, and Box

- **Communication:** HipChat, Slack, OnBoardify

- **Development:** Instabug, GitHub, Phabricator

- **Reporting:** Instagantt, Hourstack, Weekdone

See a full the list of integrations here.

Hooray, you're now an Asana power user!

Here are a few more resources you might find useful:

- Help: Check out the Help section if you have a question about specific features.

- Videos: A collection of videos that highlight features, workflows, and examples of ways you can use Asana. These are helpful when you need inspiration or ideas about what to do in Asana, or want to share what Asana does with teammates.

- Asana blog: Stay up to date with new product launches, suggestions for working smarter with your team, and more, by visiting and subscribing to our blog.