

Asana Training Overview

Asana helps you coordinate all the work your team does together. So everyone knows what needs to get done, who's responsible for doing it, and when it's due. Use this cheat sheet to learn the basics.

Types of Projects

Most projects fall into one of these four categories. Use our pre-created templates to get started.

DEADLINE-DRIVEN

Has a definitive end-date (Event, Launch)

REQUESTS

Ongoing project where people can drop requests (Creative requests, IT Helpdesk)

ONGOING PROCESSES

Processes that never end (Editorial calendar, meeting agendas)

RESOURCE

Store information (HR Handbook, Vendor List)

Tasks

Tasks are the basic unit of action in Asana. Create a task for all your to-do's.

- **My Tasks** lists all the tasks that are assigned to you. Sort your tasks list using Today, Upcoming, and Later.
- **Assign a task** to someone on your team. Provide details and information they need to complete the task.
- **Add followers** so they can see any work on the task, communicate about it, and get notified about progress.
- **Set a due date, start date, or due time** to indicate when a task should be started and/or completed by.
- **Use subtasks** to break down your task into smaller, actionable pieces.
- **Attach a file** or image to get your key pieces of information in one centralized place.
- **Comment on a task** to ask questions, respond to teammates, or offer extra information.
- **@mention** in a comment or description to mention teammates and create direct links to conversations, tasks, or projects.
- **Like a task** to confirm, approve, or praise your teammate's work.
- **Mark a task complete** to indicate that it is done.

Inbox

Inbox is your notification center in Asana. As you and teammates create, update, comment on and complete tasks, you'll receive notifications in your Inbox for the work you're following.

Projects

Projects are a group of shared tasks that help you achieve a goal or initiative.

Sections (or columns on a board) help you divide and organize the tasks in your project. Sections can be used to create categories, workflow stages, priorities, and more.

Custom fields are the first step towards tracking all types of work in Asana. Common custom fields are Status, Priority, and Cost.

Invite project members to see who's doing what by when and track it all in Asana. Project members can receive various levels of notifications on activity in the project depending on how involved they want to be.

Project Conversations are used to generate a discussion amongst teammates to avoid convoluted email threads and still get valuable feedback.

Use **Calendar** to keep track of important deadlines and milestones happening within that project.

Track your status using Progress View to post weekly status updates to let your team know how the project is going. View the task completion graph to see the project due date and make sure you're on track to hit your goal.

Advanced Features

Get started with a few of our power-user features!

Use **Advanced Search Reporting** to create valuable reports across all your work in Asana. Common reports are Team Bandwidth, Tasks completed by the team, and High Priority items.

Use Timeline to create project plans that help you stay on schedule—so you hit your deadlines.

Add a task to multiple projects to connect your work across your organization.

Dependencies let you can mark a task as waiting on another task. When the first task is completed, it will notify the assignee of the next task that they can start on their task.

Custom Templates save your team time by allowing you to create template projects to copy for multiple existing workflows or processes you use all the time.

Multi-select is an easy and efficient way to take action on multiple tasks at once.