

How To Use Asana



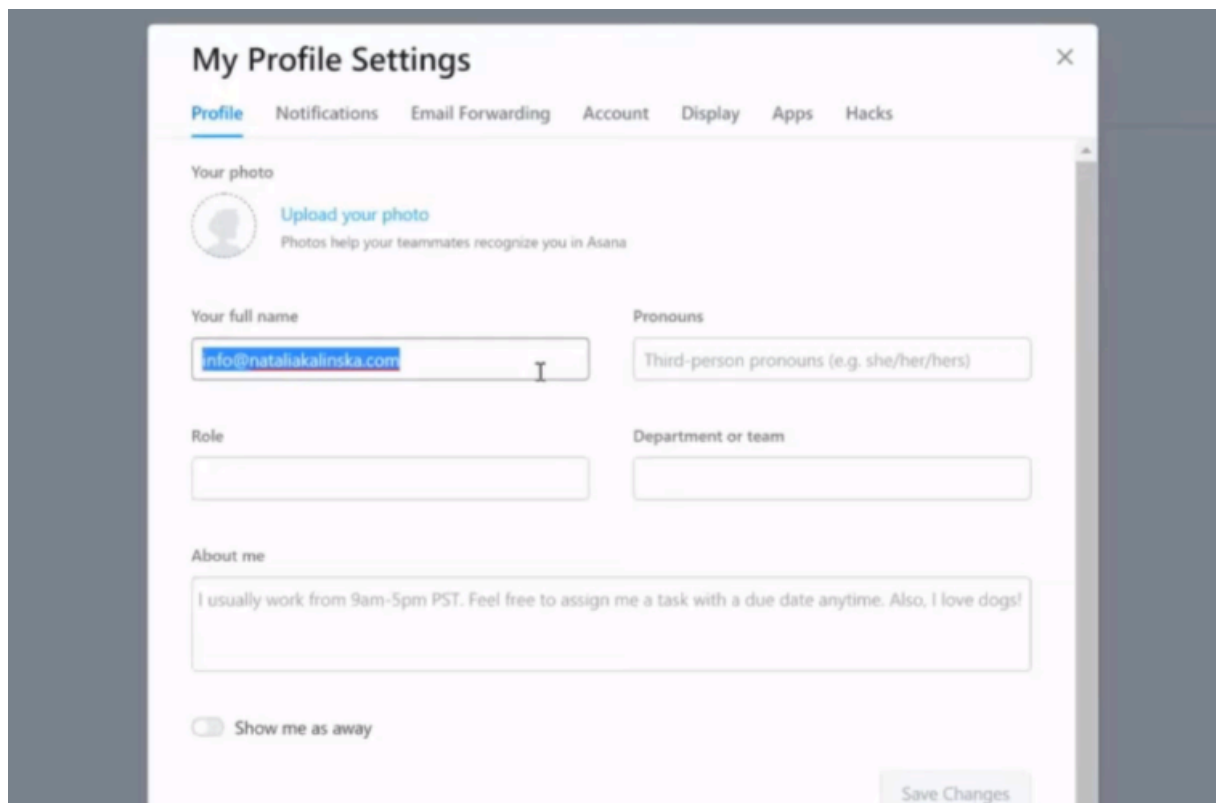
Project Management Software for
Beginners [**Asana Tutorial 2021**]

Project Management Software for Beginners [Asana Tutorial 2021]

Asana is a web and mobile work management platform designed to help teams organize, track, and manage their work. It is produced by the San Francisco based company of the same name. The company was founded in 2008 by Dustin Moskovitz and Justin Rosenstein. The product launched commercially in April 2012.

01 Profile Settings


Default name on Asana would be your email, so it would be nice to change it.



My Profile Settings

[Profile](#) [Notifications](#) [Email Forwarding](#) [Account](#) [Display](#) [Apps](#) [Hacks](#)

Your photo

 [Upload your photo](#)
Photos help your teammates recognize you in Asana

Your full name:

Pronouns:

Role:

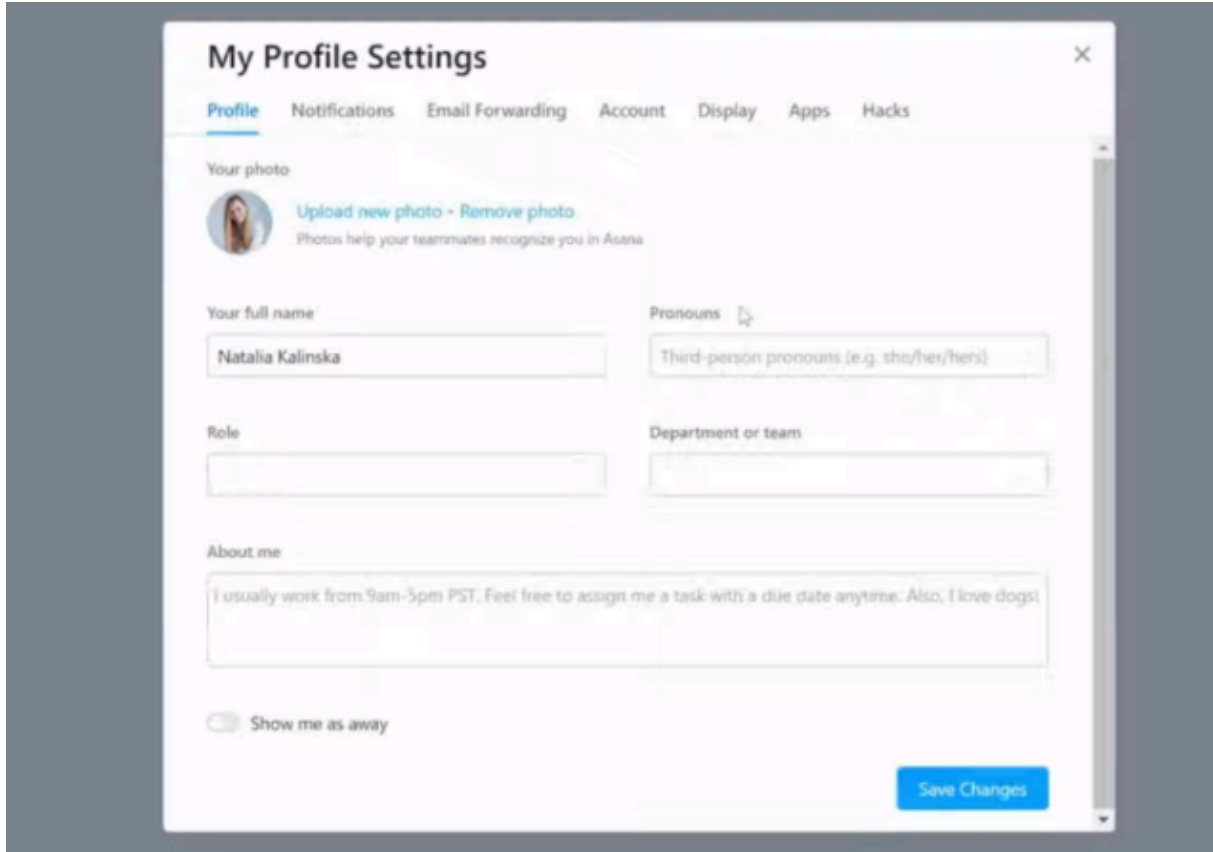
Department or team:

About me:

Show me as away

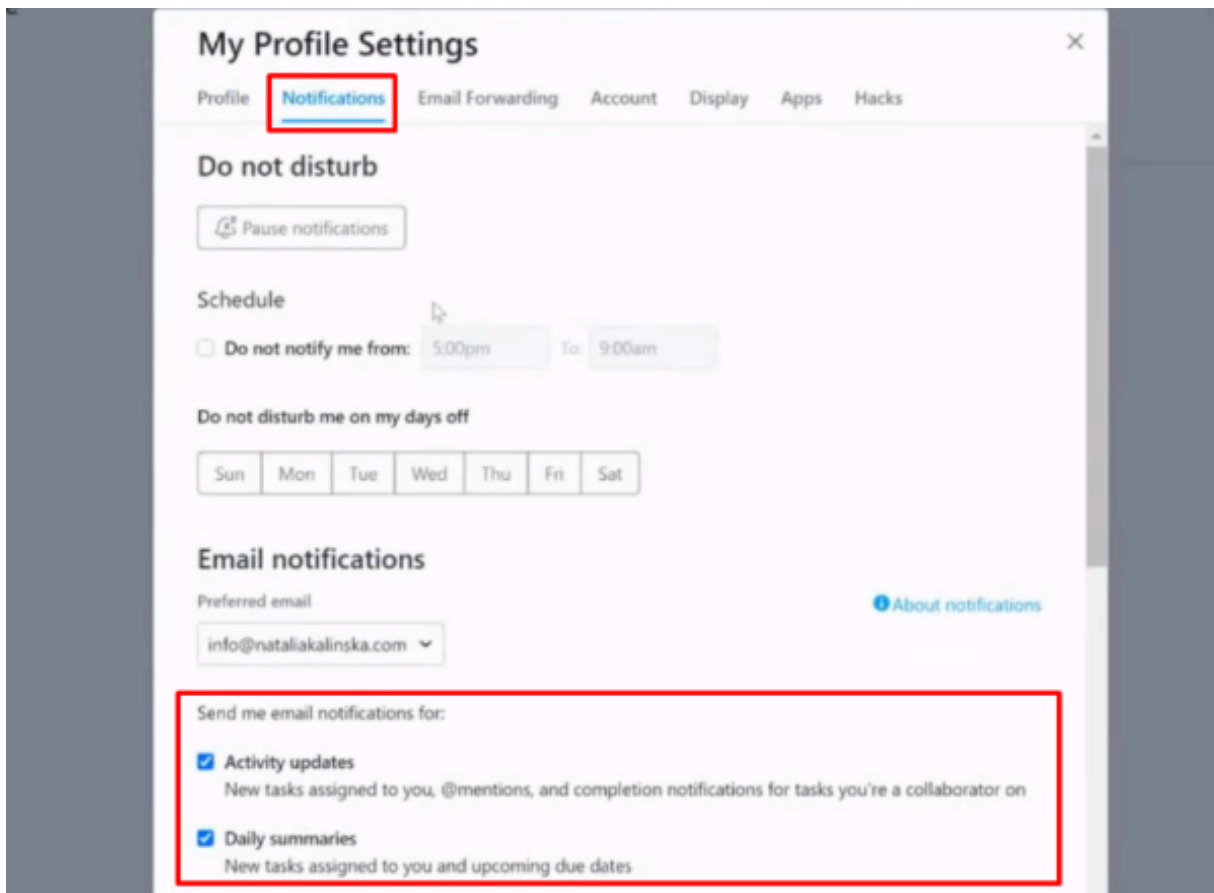
[Save Changes](#)

You can also update your photo, bio, as well as the team you're working with.

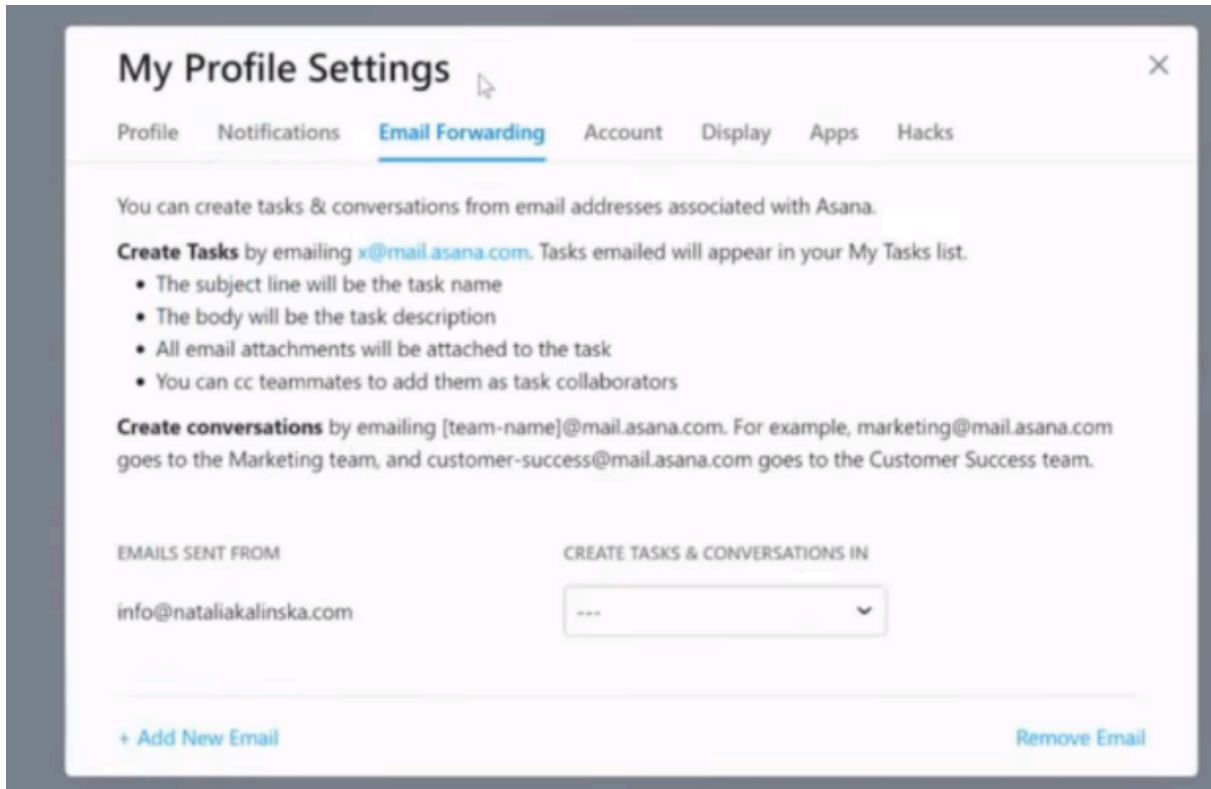


02 Notifications

You can adjust your notification settings whether you like to be notified for/updates.



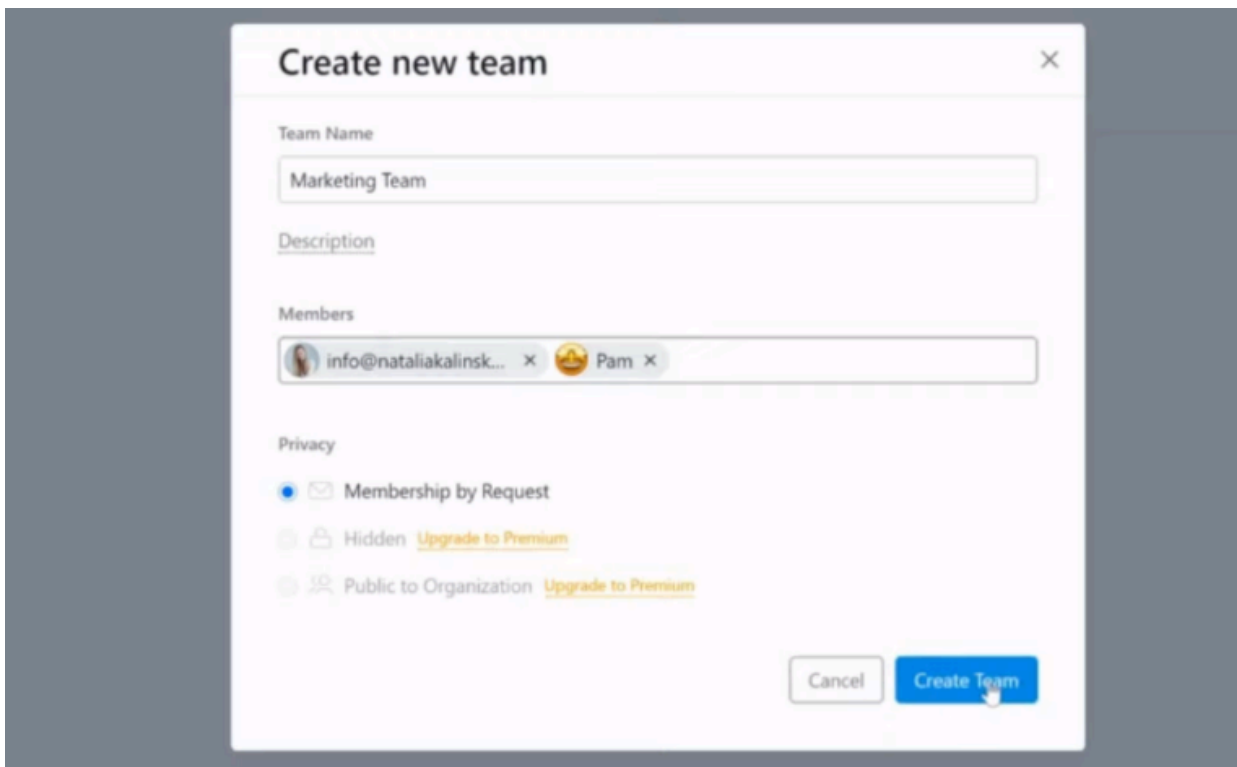
03 Email forwarding



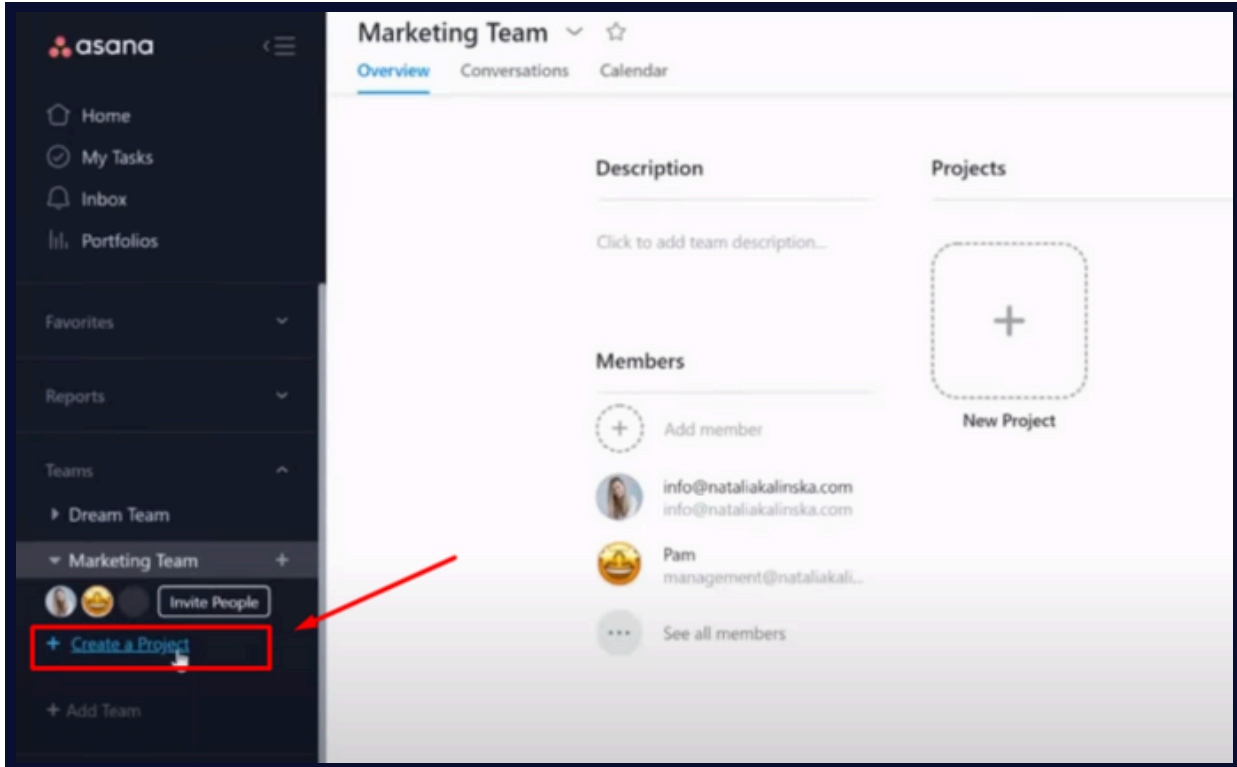
04 Creating a Team



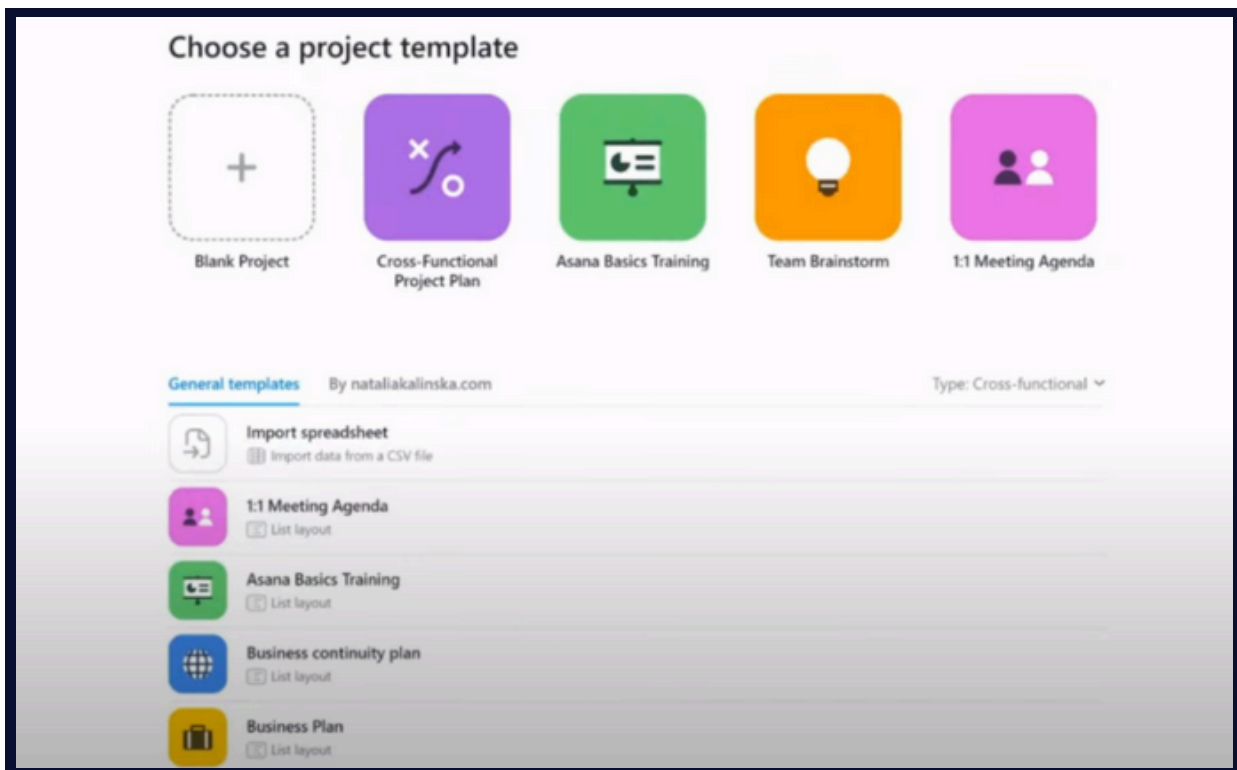
Name your team and add members, and adjust your team's privacy.



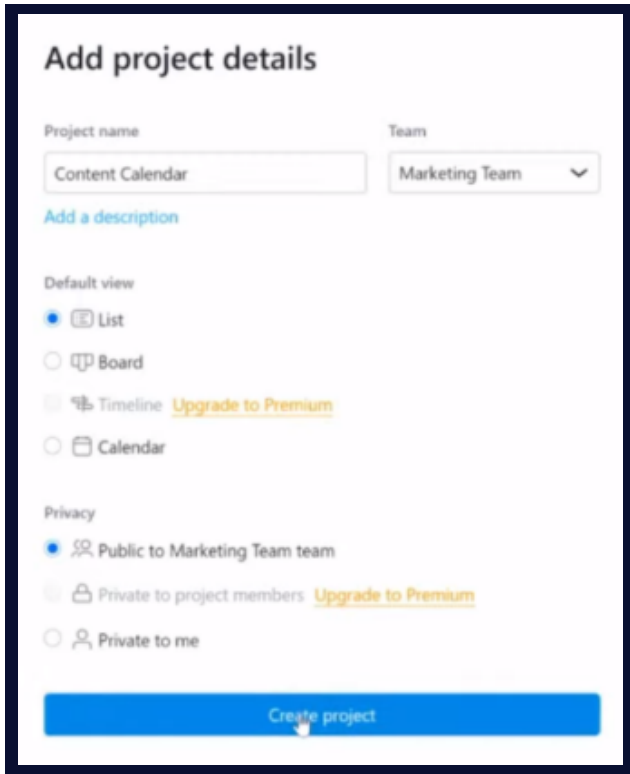
05 Creating a Project



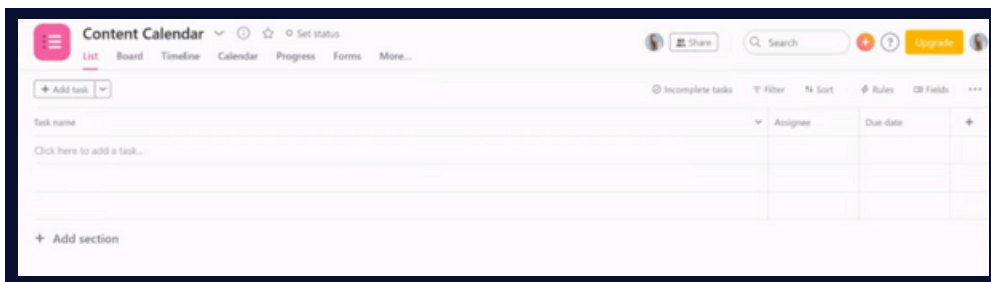
You can select from project templates or start with a blank project.



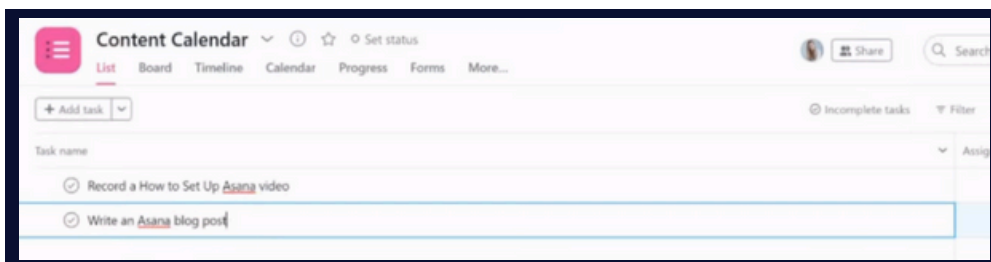
06 Adding Project Details



This is how your new project would look like.

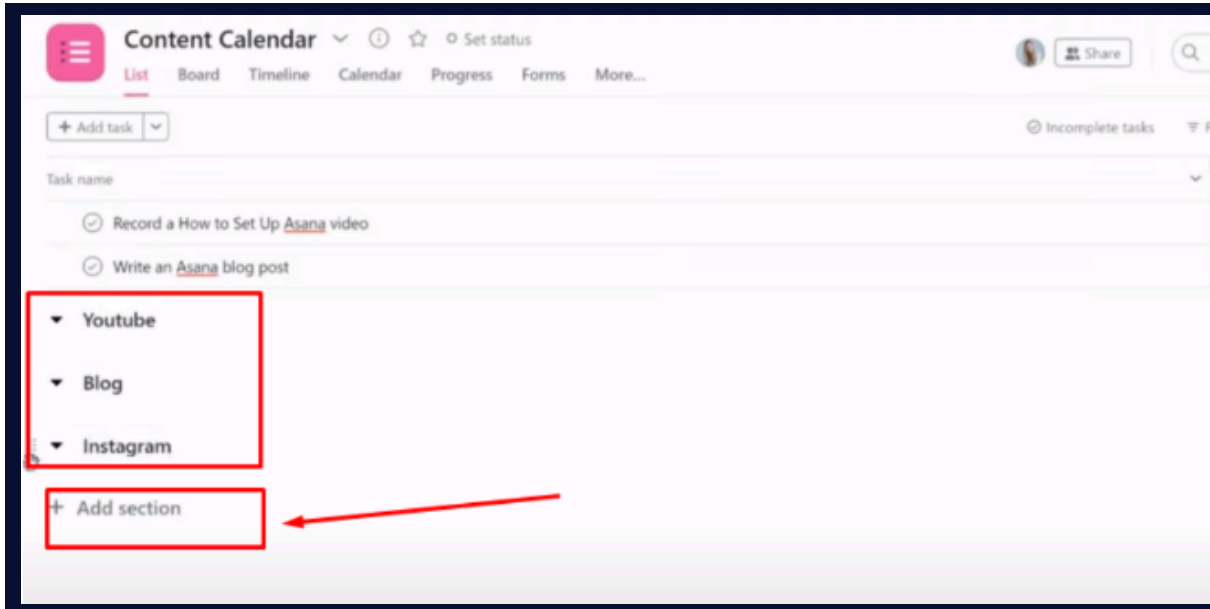


Start adding tasks to your project.

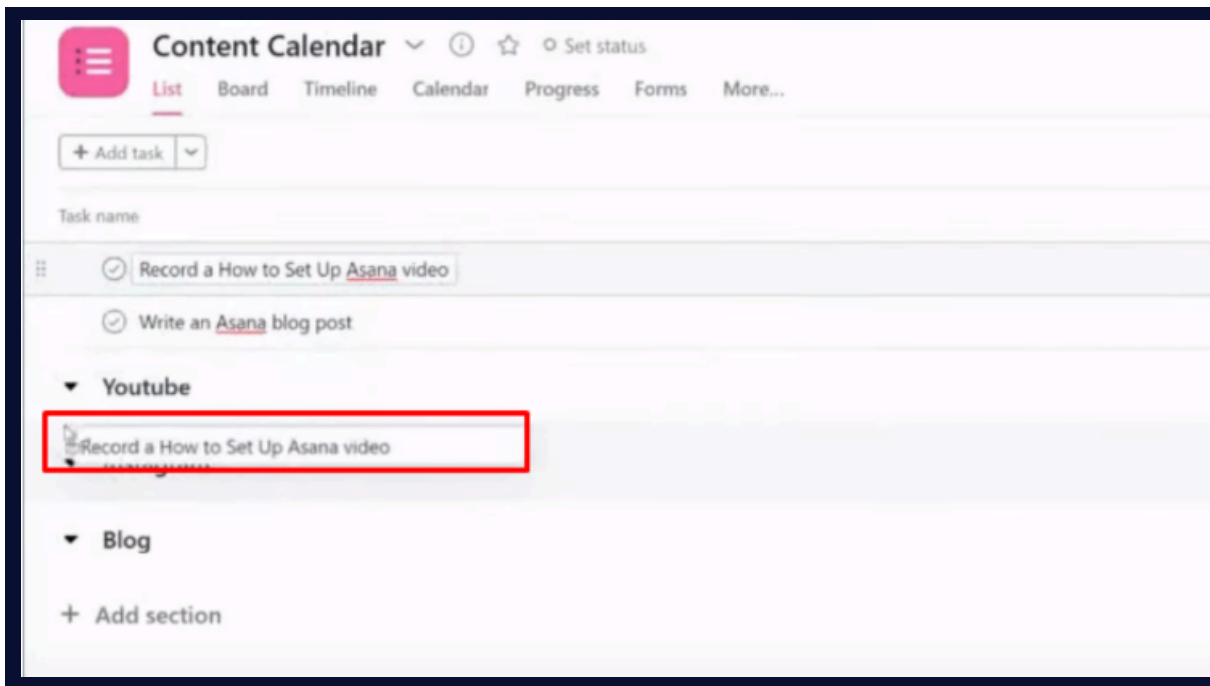


07 Sections

Sections are helpful to categorize and group your tasks.

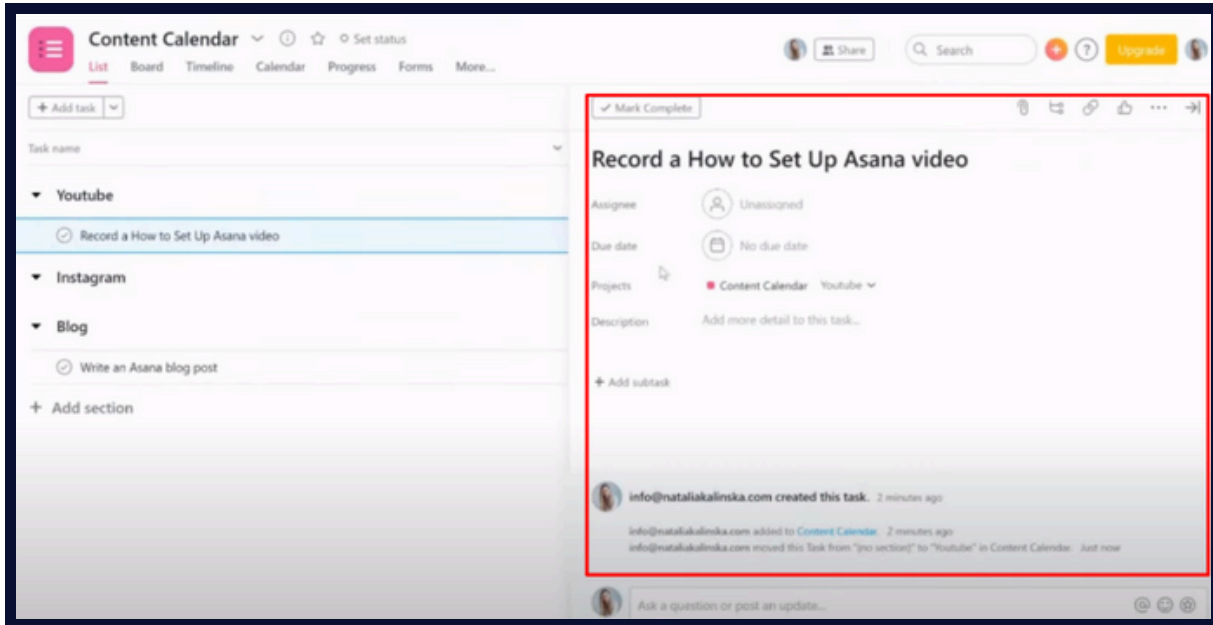


You can drag your tasks to move them from one section to another.

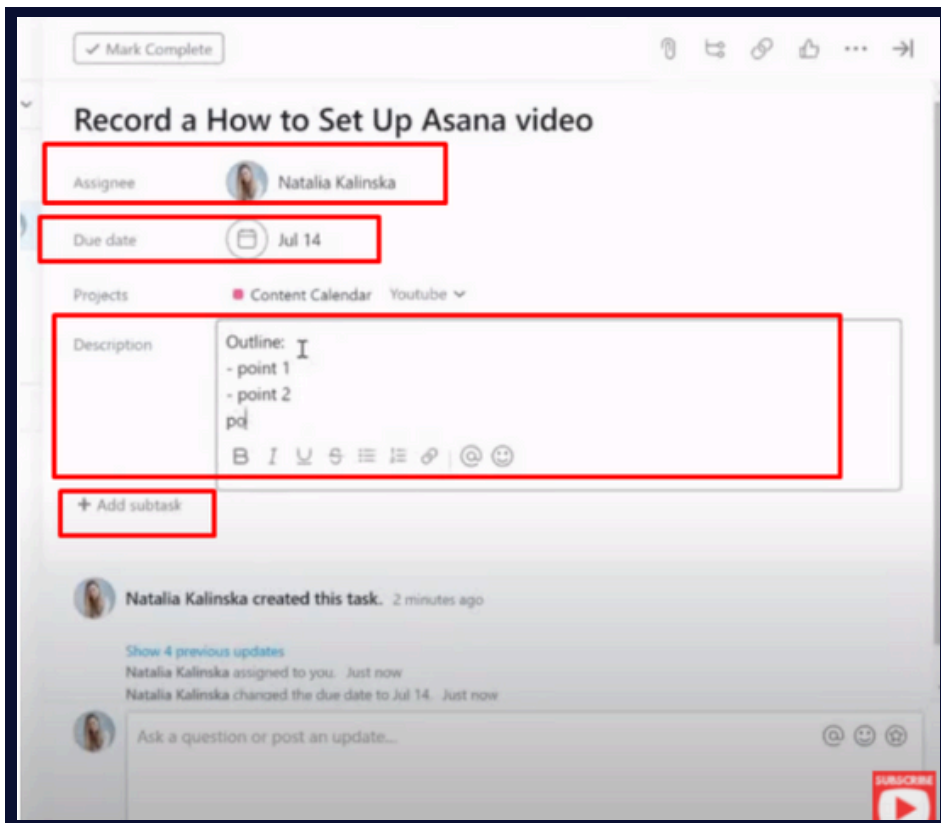


07 Detailed Task View

Click on a task to open the detailed task view. Here you can see more information about the task.

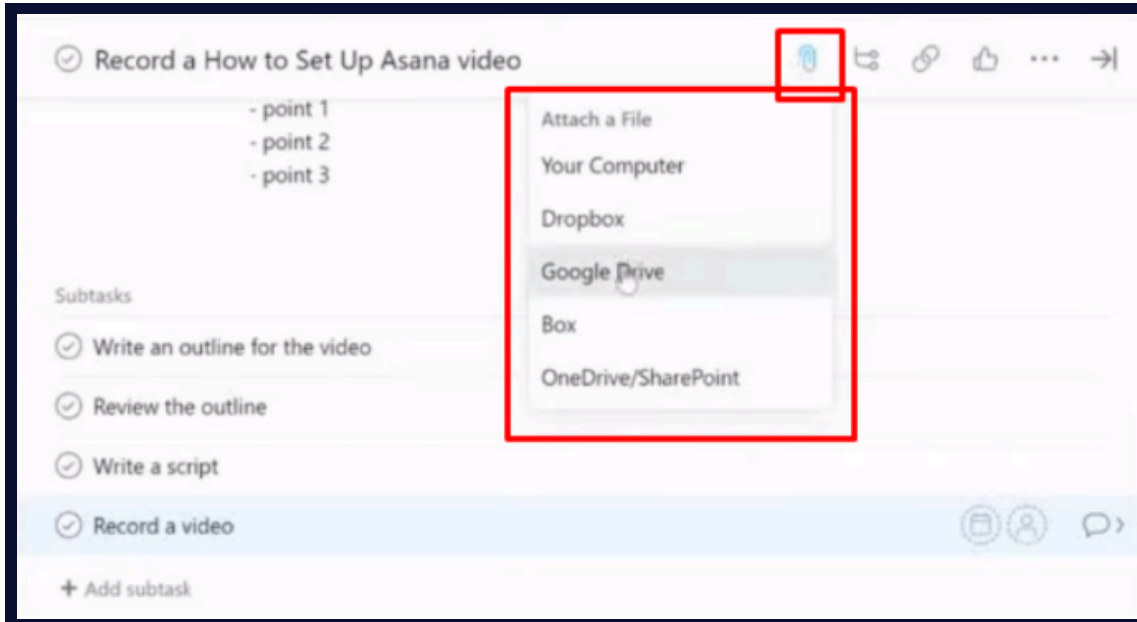


Add assignee, due date, description and subtasks for the task.

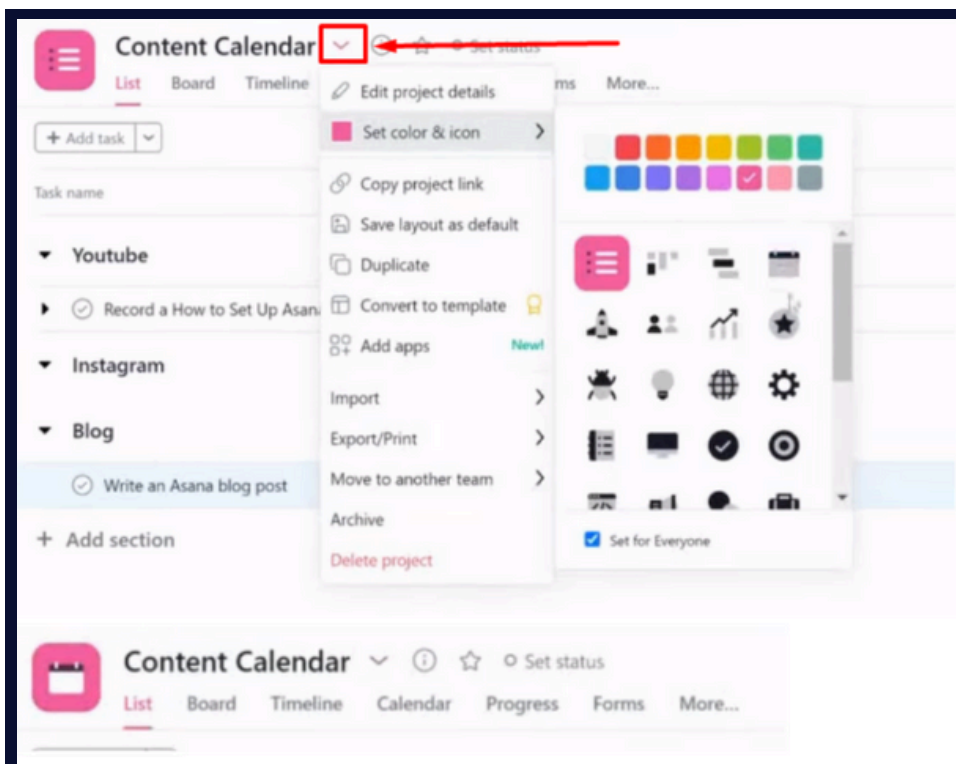


08 Attachments

Attachments may also be made to the task using this button.

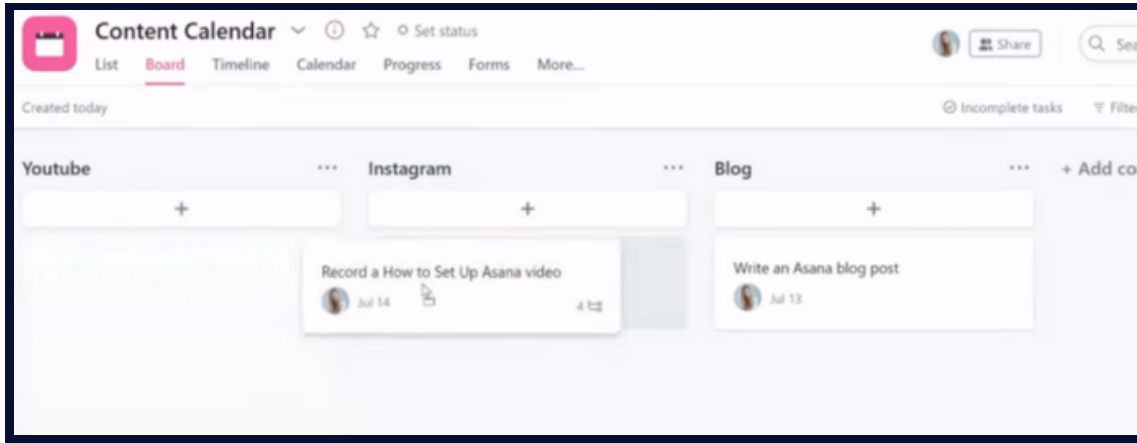


09 Changing Color and Icons

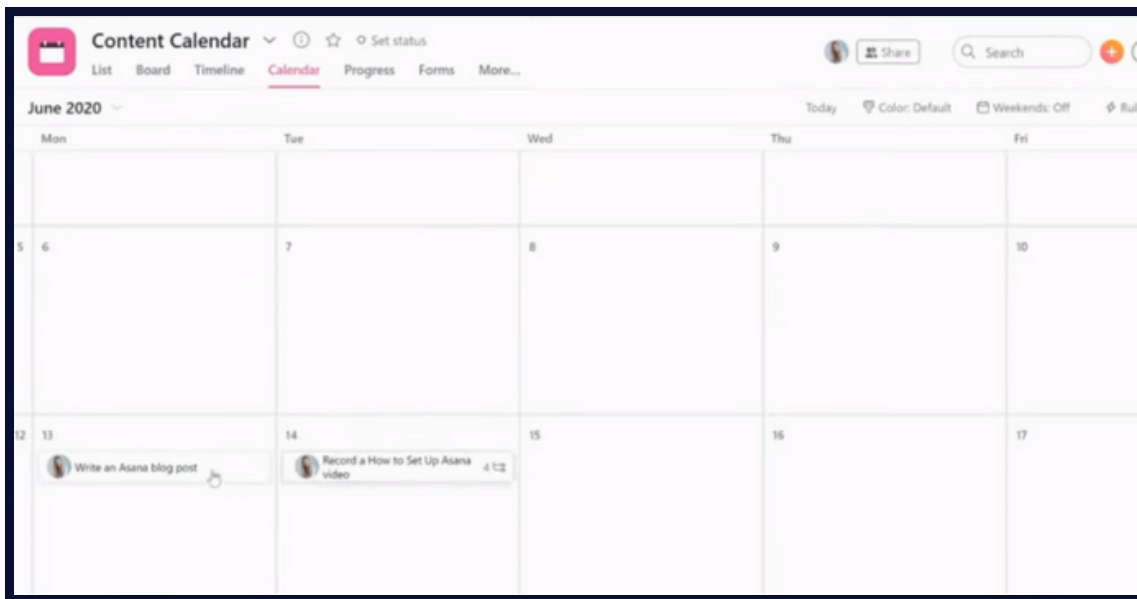


10 Board View

Tasks appear as cards.

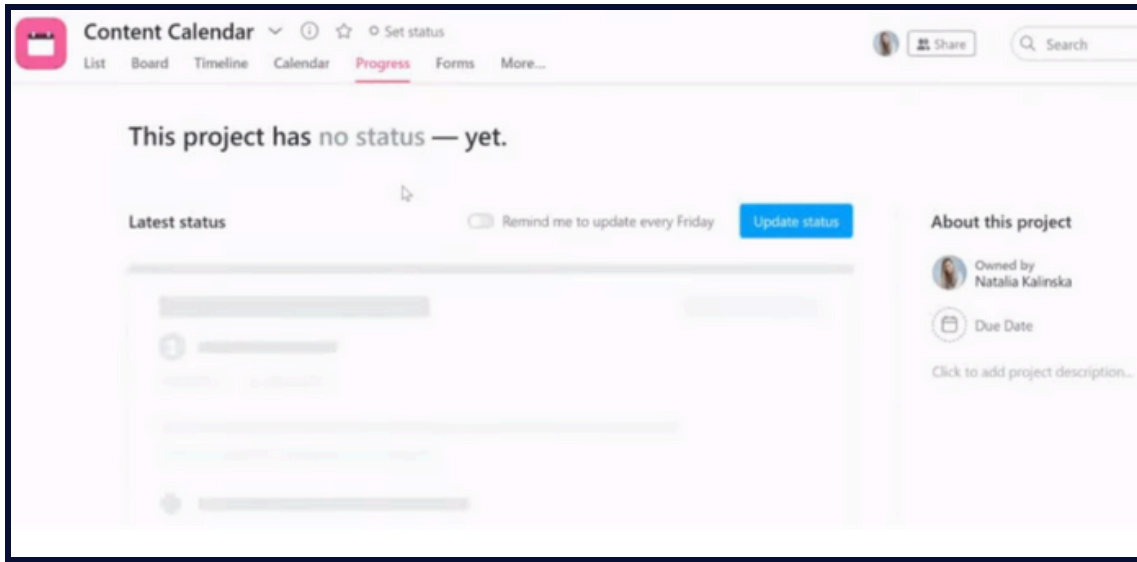


11 Calendar View

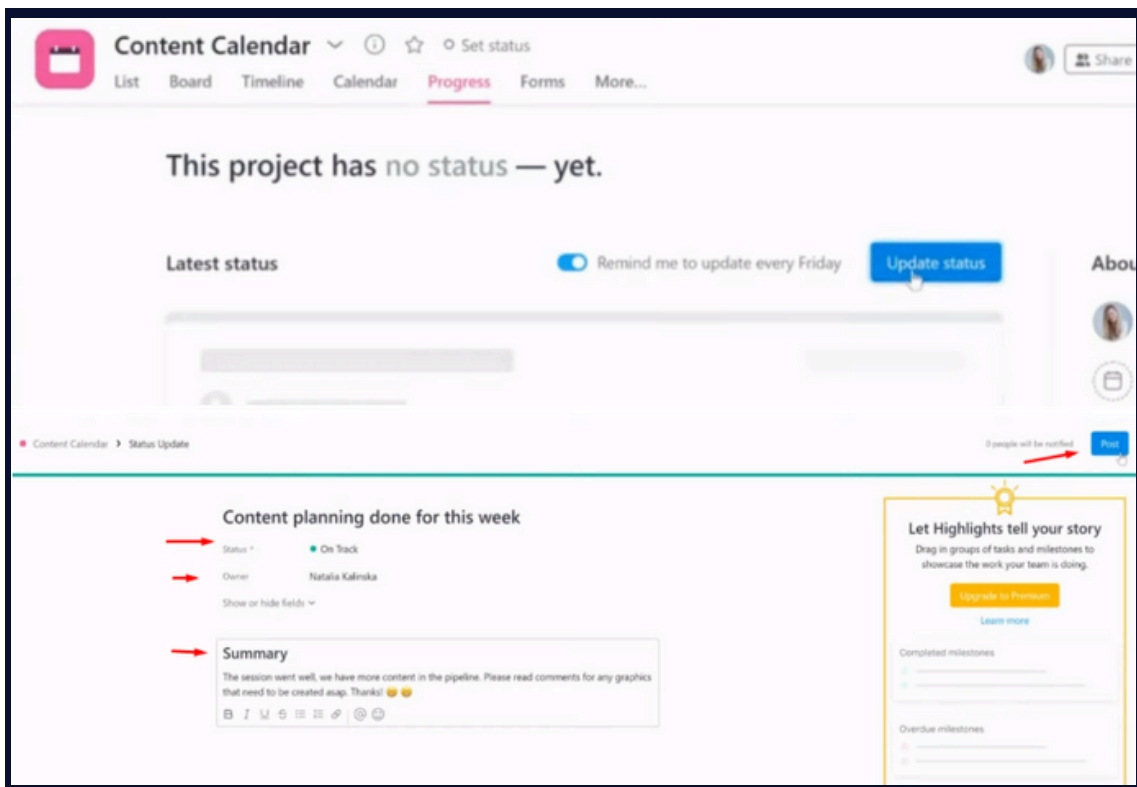


12 Progress View

Gives a view of the progress of the task.

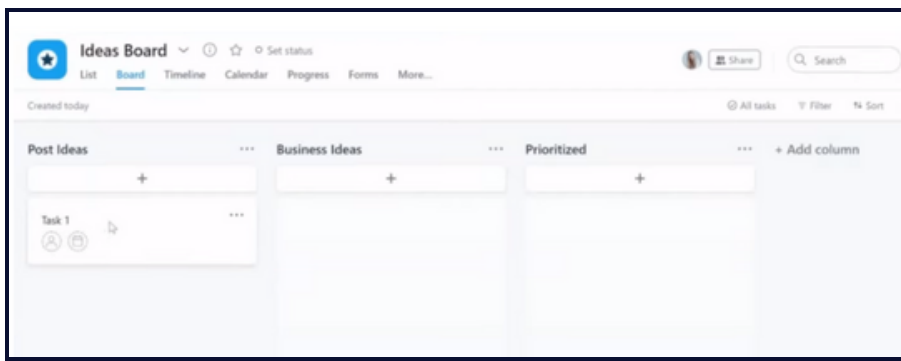
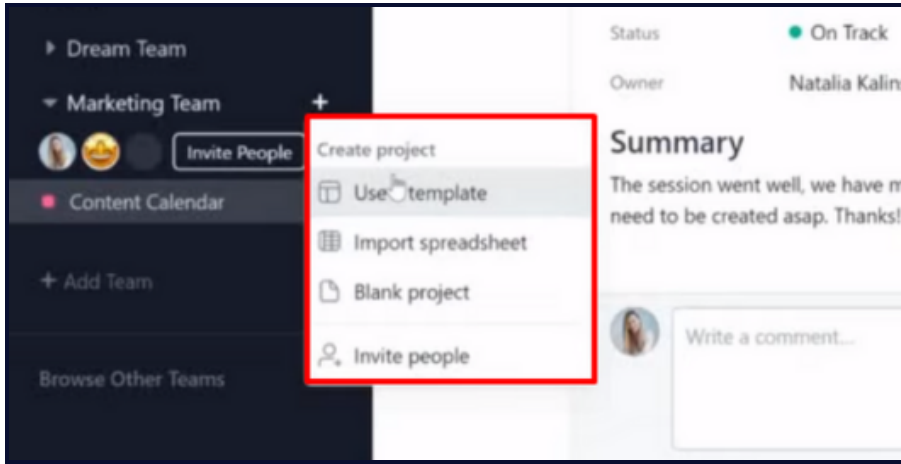


Status updates can be done for this view with the button "Update Status".

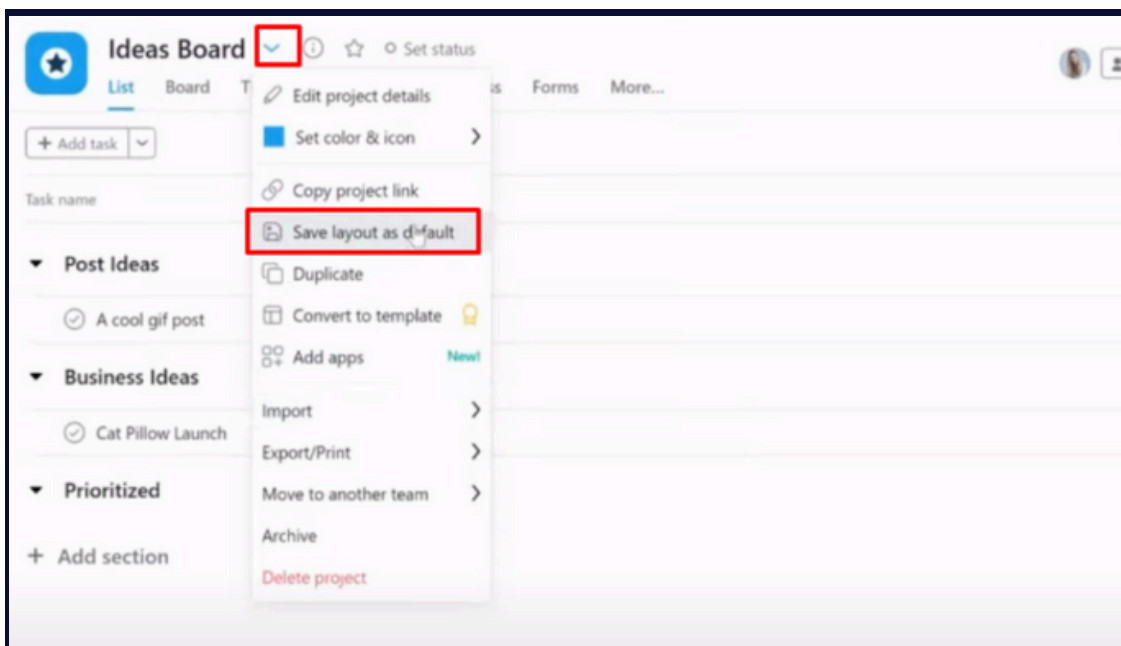


13 Changing the Default View

You can add a project using the team button.

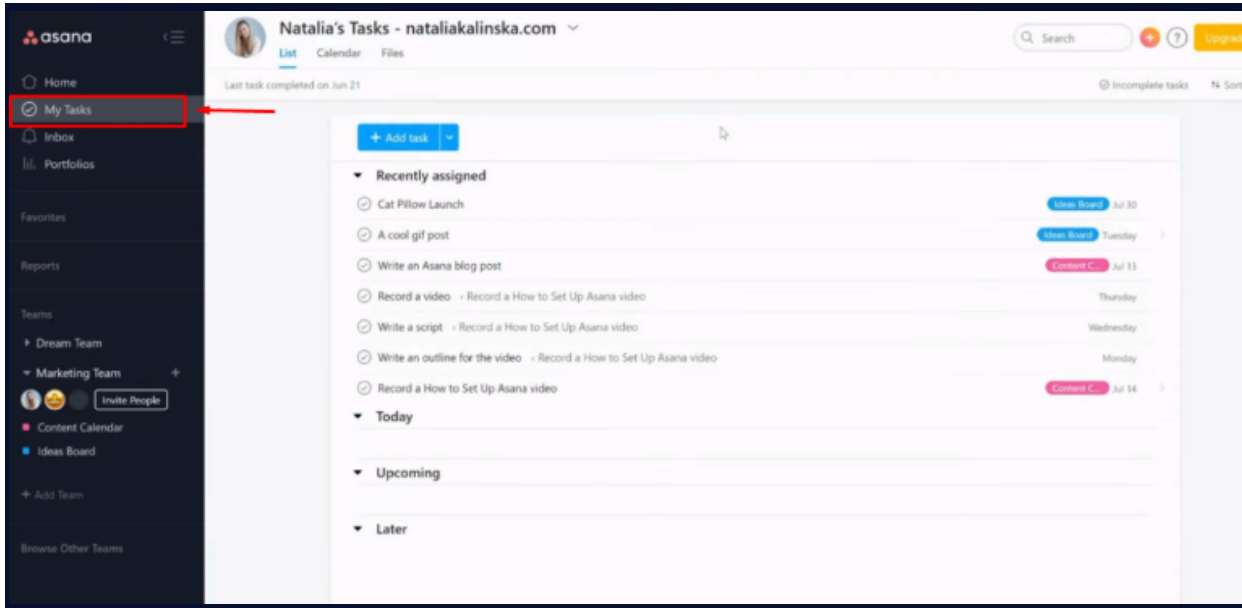


To change the default view, just go to the view and pick from the dropdown and set it as a default

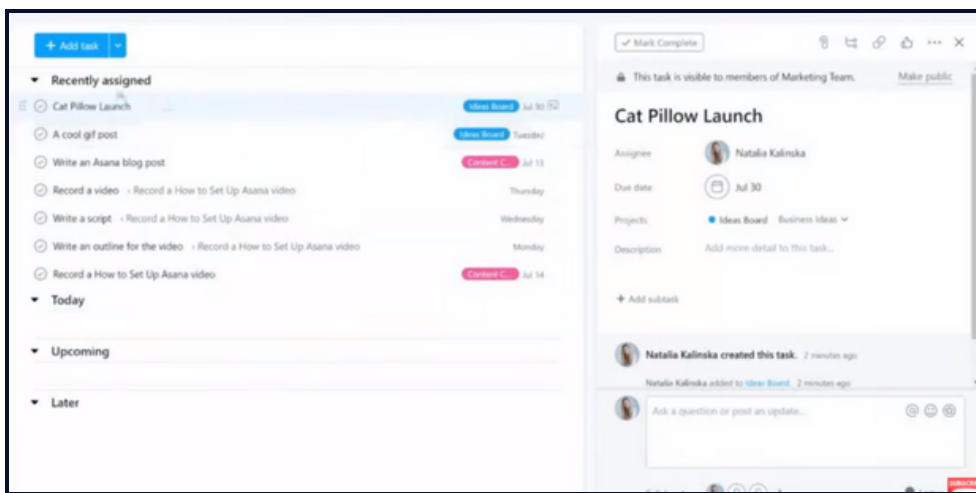


14 My Tasks

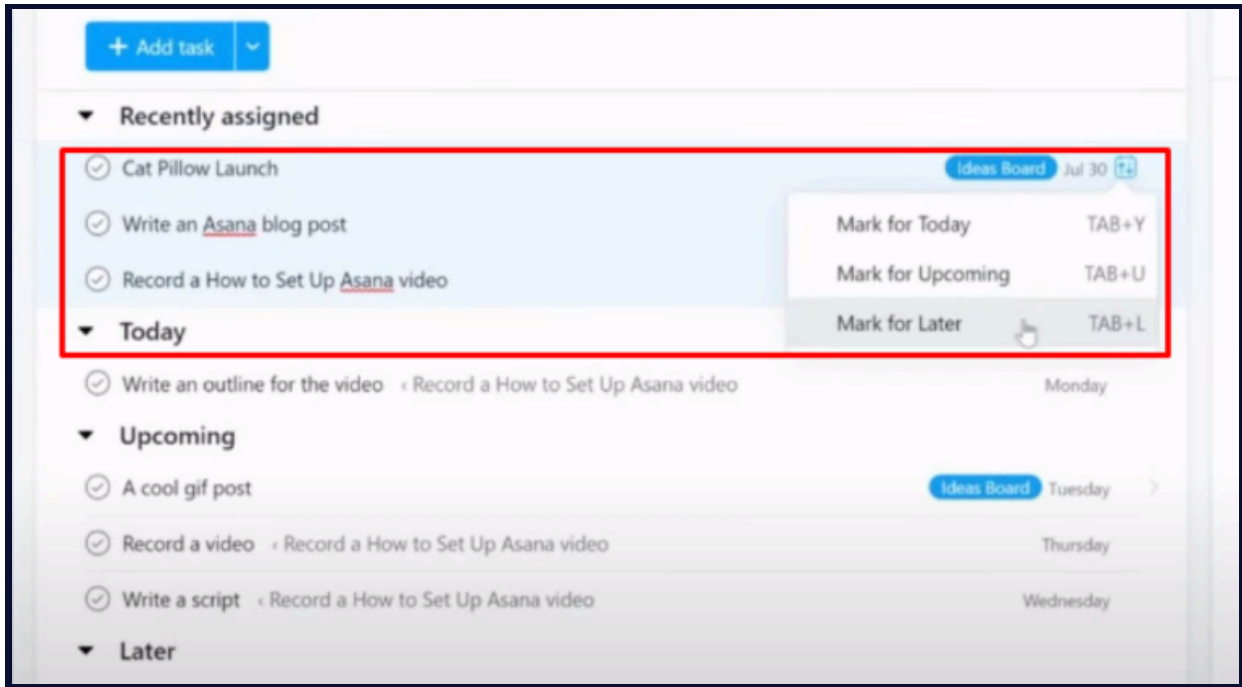
With My Tasks, you'll be able to see all your tasks in one glance. Default tasks not assigned to any section goes to Recently Assigned.



If you click on a Task, the detailed view will show up.

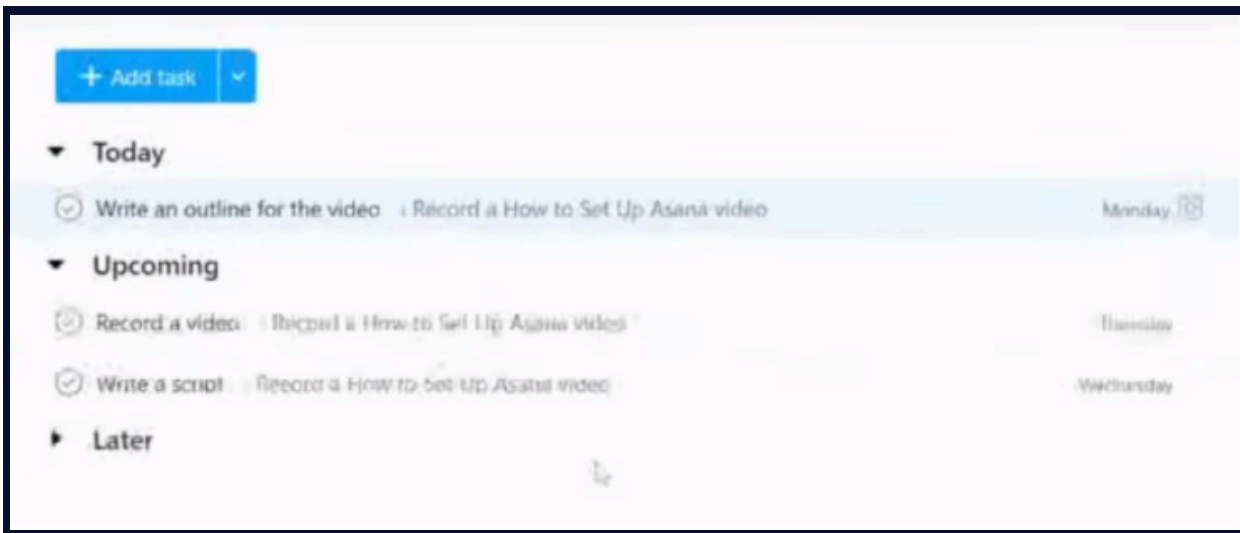
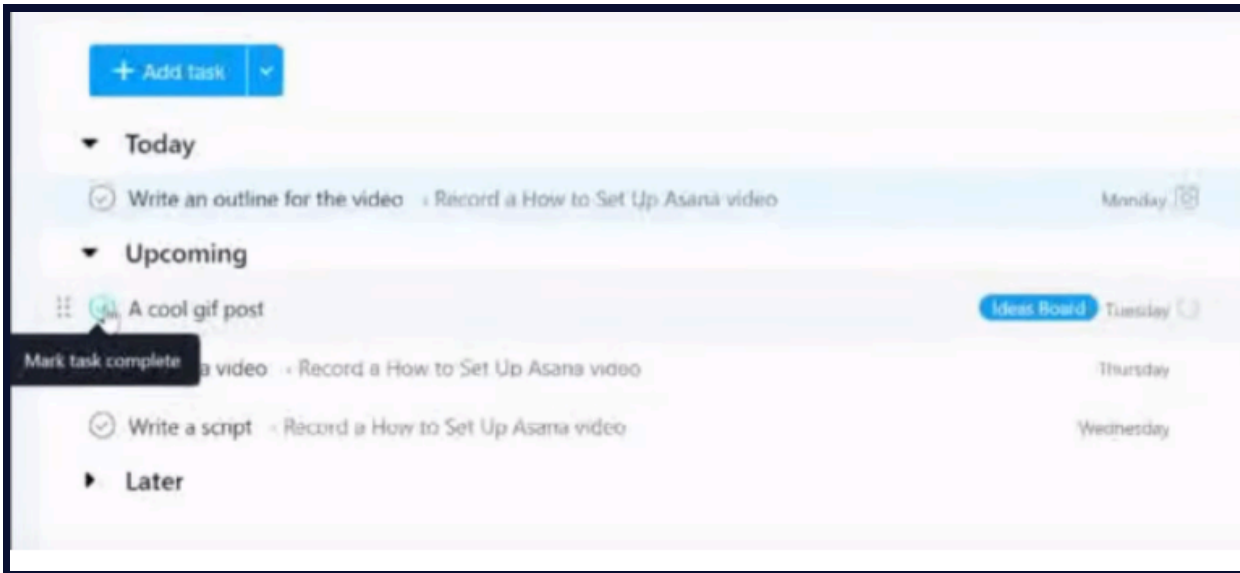


To select several tasks, hold the shift key and drag the tasks you want to highlight, then do a bulk action for them.

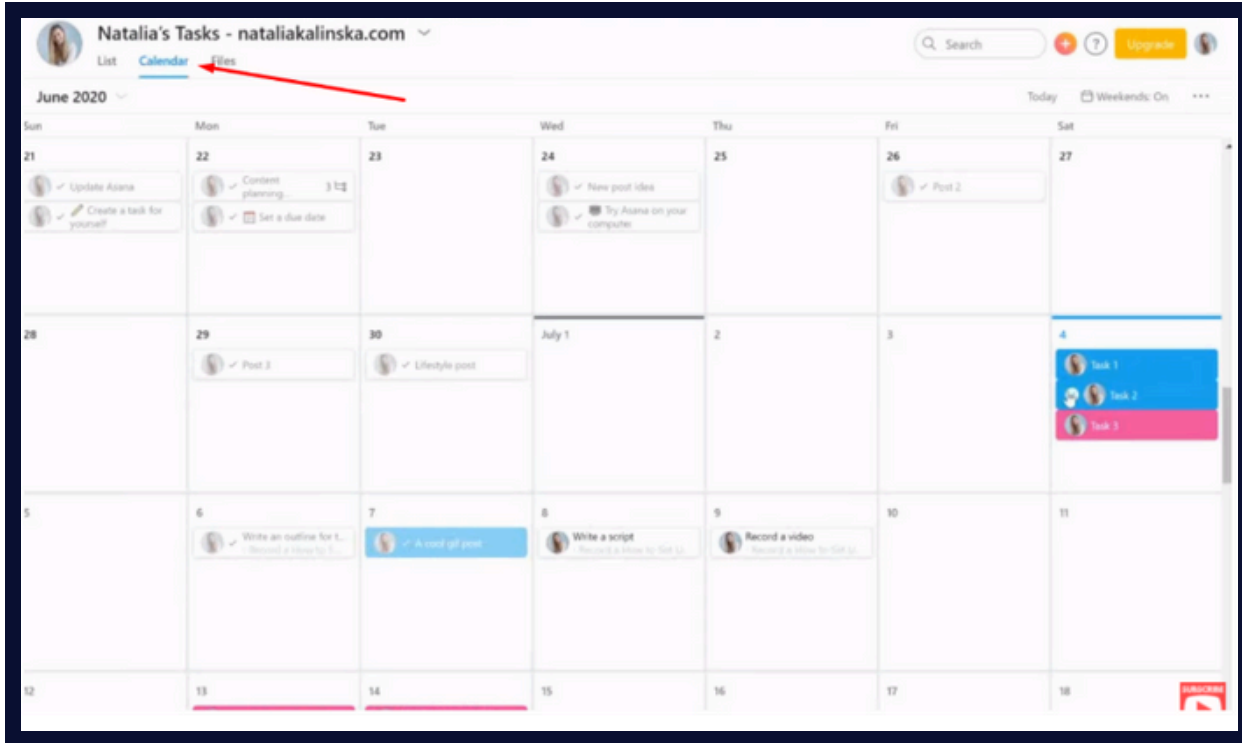


15 Completing Tasks

Tick the checkbox and the finished task will disappear from the list.



16 Calendar view for My Tasks



**SCAN
CALENDAR**



BOOK A STRATEGY CALL

Jeff J Hunter

*Founder VA Staffer
Pre-Trained, Pre-Vetted Executive
Assistants*