

Asana Basics: Unlock Project Management Success

GoSkills online course syllabus

Skill level

Beginner

Lessons

18

Pre-requisites

No prior experience needed

Video duration

58m

Estimated study time

58m 22s

Instructor

Sara Soph

Introduction

1 Improve accountability with Asana

At any given moment, team members can have several tasks on their plate, which can quickly get lost in the shuffle.

Getting Started with Asana

2 Select a plan

Whether your budget is \$0 or \$1,000,000, anyone can use Asana to manage projects and tasks.

3 Download Asana

Say goodbye to missed deadlines, lost projects, employee burnout, and unorganized work.

4 Navigate Asana

Navigating a new tech platform can be a bit bumpy, but with Asana's clean interface and customizable settings, you will quickly be up to speed.

5 Personalize your Asana

Making Asana your own takes less than five minutes, allowing you to do your best work.

Navigating Projects

6 Create your first project

Your project overview is your one-stop shop to disseminate high-level information to your team.

7 Set up your projects

You may prefer to view your tasks in a list, board, or calendar view.

8

Leverage forms in Asana

Asana isn't just a glorified to-do list -- this powerful tool can speak to other software, set automations, and even create templates.

Designing Tasks

9

Use the task menu

Mastering your task list is a breeze with the various options Asana provides.

10

Increase accountability and visibility

Keep me in the loop is a common statement used every day in the workplace setting, and Asana is a great way to keep the appropriate team members in the know.

11

Determine due dates and timelines

Due dates are the backbone of any project. After this lesson, you'll be able to assign due dates to keep your timeline in check.

12

Create detailed tasks

A great task is descriptive and informational.

13

Communicate effectively within Asana

Committing to communications within the platform allow you and your team to use Asana to its fullest.

14

Integrate task and project templates

You don't have to reinvent the wheel every time you need a task or project created.

Tracking Progress

15

Maximize progress messaging

Meetings that take time to talk about the work, rather than completing the work, can quickly begin to fill your calendar.

16

Avoid over-tasking

Managing the work is work itself.

17

Analyze Asana reporting data

It's all in the data.

Conclusion

18

Let's organize

Thank you for watching this course!

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