

Asana Basics: Unlock Project Management Success

GoSkills online course syllabus

Skill level

Beginner

Lessons

18

Accredited by

Verified by GoSkills

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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