Asana

Are you always coming up with great ideas for projects or work but then struggle to implement them? Asana is an easy to use team tool that allows you to create projects, set goals, delegate tasks and allocate deadlines. It doesn't have to be a major project – it might just help you manage staff tasks or workloads.

What is Asana?

Asana is a simple to use project management and collaboration tool that allows teams to organise, track and manage their work. Project teams have the ability to create projects, assign roles and responsibilities, set deadlines and discuss aspects of the project via Asana's messaging system.

How do I get started?

To set up an account with Asana,

1. Go to the Asana website – asana.com
2. Under **Pricing**, make sure you choose the **free Basic plan**.
3. Sign up using your organisation's email address e.g. coordinator@ABCorg.com.au

You will be asked to verify via email and then to create a password and organisation profile.

To be add another organisational member, their email must have the same domain; for example, finance@ABCorg.com.au or admin@ABCorg.com.au.

Once added each member will be sent an email inviting them to join Asana.

Using Asana

Here is a brief outline to help you start using Asana.

Create a new team

- Scroll to the bottom of the sidebar and click Browse More Teams.
- Scroll to the bottom of the sidebar again and click Create New Team.
- In the popup window, you can enter the team name, invite members and set the team's permissions.

Create a new project

- Select the appropriate team on the Sidebar.
- Go to the "+" button in the top bar and select "Project".

- You can choose one of the project templates with pre-defined sections or a Blank Project.

Adding tasks

- Click on "+ Add Task" and type in the task name.
- A form will pop up where you can assign a team member, due date, description, project section and even create sub-tasks.
- You can also add attachments, other team members as followers and ask questions or post an update.

Managing tasks

- Team members can prioritise all their assigned tasks under My Tasks and click Mark Complete once a task is done.
- The Inbox displays updates and notifications on all projects and tasks that the team member is associated with.
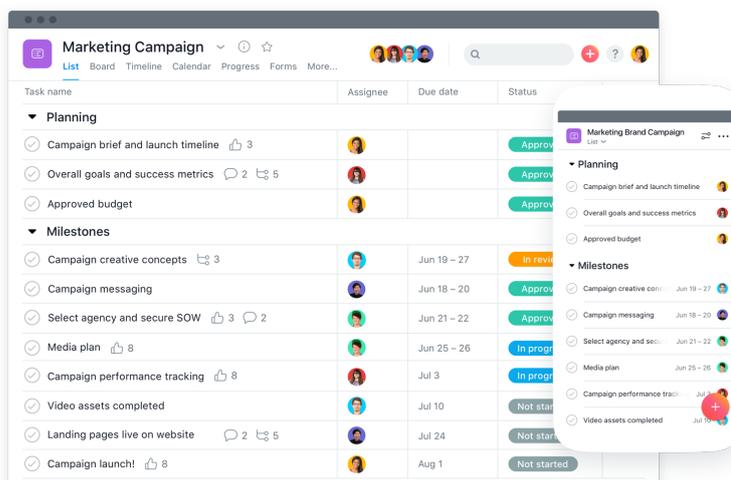
Managing a project

- The Calendar view helps you to plan and coordinate due dates.
- Progress view under individual task helps to track completion and get status updates from team members.
- You can also download Asana's mobile app to manage projects on the go.

More about the Asana app

You cand download the Asana mobile app onto your Android device, your iPhone, iPad or tablet. If you have an Apple device, you can download the app from the App Store. For Android devices, it can be downloaded from the Google Play Store.

The app is very simple to use.

Further instruction can be found here:

Apple: https://asana.com/guide/help/ios/basics

Android: https://asana.com/guide/help/android/basics

How much does Asana cost?

Asana is free for up to 15 people. Charges apply for over 15 people and for 'premium' features.