Asana Quick Start Guide

New to Asana? Use this guide to learn the basics.

Review your personal projects and tasks
The home page is focused on you. Find your stats and priorities here.

Find whatever or whoever you need
Look up projects, tasks, and teammates.

Modelled for efficiency
Start of by creating! Tasks, projects, messages, teams, and invites.

Customizable
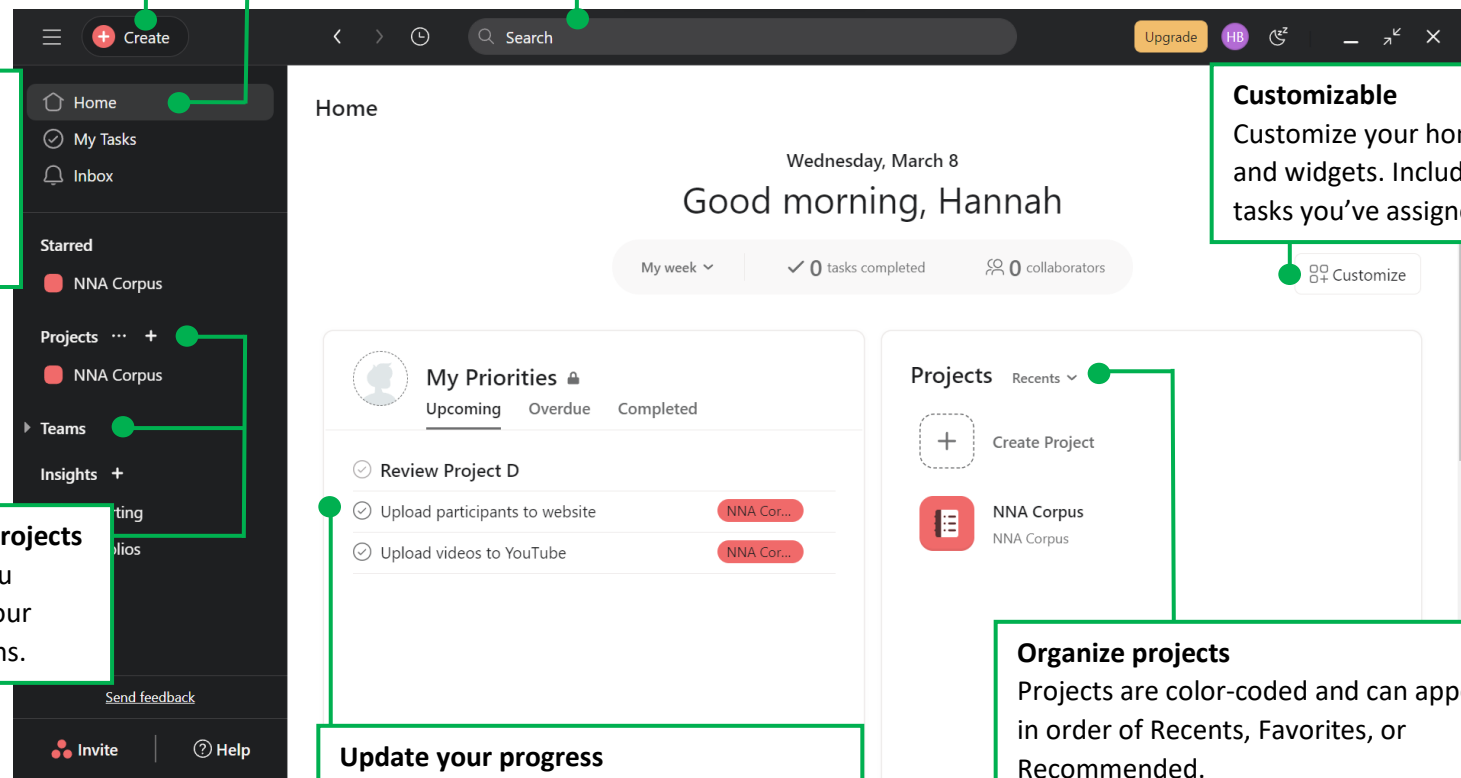Customize your home page with colors and widgets. Include a private notepad, tasks you've assigned, and goals.

Find teams and projects
The left side menu clearly displays your projects and teams.

Organize projects
Projects are color-coded and can appear in order of Recents, Favorites, or Recommended.

Update your progress
Find where you are on deadlines with tasks and update your projects to reflect your progress.

Create

☰

Home
My Tasks
Inbox

Starred
NNA Corpus

Projects ··· +
NNA Corpus

▸ Teams

Insights +

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...lios

Send feedback

Invite   Help

< > ⏱ Search   Upgrade HB

Home

Wednesday, March 8
Good morning, Hannah

My week ⌄   ✓ 0 tasks completed   👥 0 collaborators

Customize

My Priorities 🔒
Upcoming   Overdue   Completed

⊘ Review Project D
⊘ Upload participants to website   NNA Cor...
⊘ Upload videos to YouTube   NNA Cor...

Projects Recents ⌄

+ Create Project

NNA Corpus
NNA Corpus

Projects Page

Set status
Set the status of projects or tasks. Monitor if the project is On Track, At Risk, Off Track, On Hold, or Complete!

Format your tasks
Format your tasks based on your preferred method.

Filter and sort tasks
Filter subjects by project status, assignee, due date, or importance

Add tasks and modify section
Press the + to add a task or the three dots to modify or add a section.

Manage team members
View team members and see who is online.

Monitor team tasks
View team tasks to edit the assignee, review uploaded documents, see status chats, and remind team members of priorities.