Asana Project Management Tool Cheat Sheet

by [deleted] via cheatography.com/29245/cs/8806/

How to's - Basics

Activity	Instruction	Location
1. Edit Profile	Click your profile photo	Top Bar
	Click Profile Settings	Top Bar Dropdown
2. Enter a WORKSPACE	**WORKSPACE** - This is where all the project tasks with a team are stored	
	Click your profile photo	Top Bar
	Click on a **Workspace**	Top Bar Dropdown
3. Quick Add anything	Click Quick Add button **(+)**	Top Bar
4. Edit a Task	Click **My Task**	Header
	Click a **Task**	Main Pane
	Edit Task settings	Right Pane
5. Search Anything	Click into the **search bar**, type anything, then Enter	Header
6. Favorite Anything	Click the star icon beside a project name, contact name, etc.	Side Bar
7. Chat with team mate	Select a Project	Side Bar
	Click Conversations	Header
	Post a message and click **Post**	Main Pane
8. Book a schedule	Select a Project	Side Bar
(task deadline, meeting, etc.)	Click on calendar	Main Pane

How to navigate?

Where to find?

1. **TOP BAR**

> My Tasks, Inbox, Quick Add, Search, Profile Settings, Workspace or Organisation Settings

2. **SIDE BAR**

> My Dashboard, Projects, Favorites, Recents, Team Conversations, Team Calendar,

3. **HEADER**

> Options for a Project, My Tasks, or Search views

4. **MAIN PANE**

> Search results, Inbox notifications, Dashboard project cards, Task lists, and Conversation posts

5. **RIGHT PANE**

> Assign a Task, Set a due date & time, Heart a Task, Identify what project a task is in, Mark a task complete or incomplete, Add a description to a task, Build a list of subtasks, Attach files, Post comments, Follow or Unfollow tasks

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