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Activity #3: Showcase of Task Management Tools features - ASANA

Activity Objective

This activity demonstrates the key features of Asana, focusing on how it supports management and task organization in hybrid teams, balancing both synchronous and asynchronous workflows.

Activity Outline

The facilitator provides a live walkthrough of Asana, demonstrating how to organize tasks by creating, assigning, and prioritizing them effectively. Participants will learn how to set up teams and manage members for project-specific collaboration

Time: **30 minutes**

Organizing tasks

- Tasks and subtasks can be added with its due date
- Unscheduled tasks can also be added
- Timeline of each task develop by each member

Creation of teams

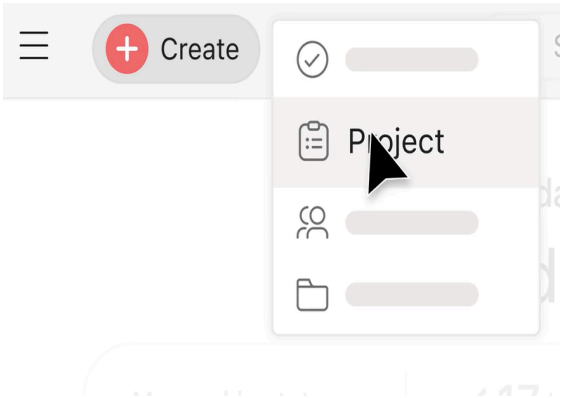
- It allows to create a team with the members of your choice
- Share a project and work in real time
- You can join and request different teams by searching on the browser
- There is a common overview with a calendar and messages.

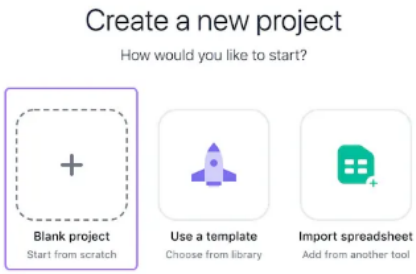
Task Management

- Use of calendar to keep track of important project dates
- Board view option, to check progress of open tasks
- Keep track of who is developing each project and the members different tasks
- Developing different sections and categories, to manage in a more efficient manner the priorities and the development of different categories

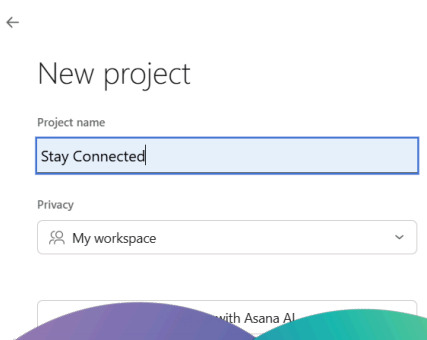
How to set up new project with ASANA AI?

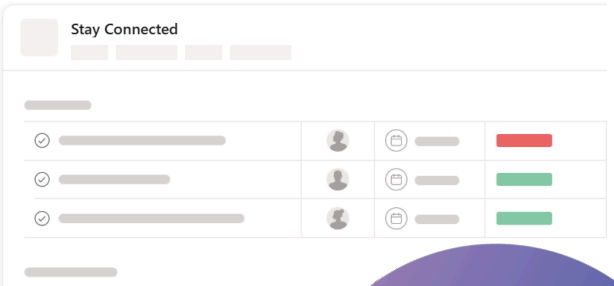
1. Click the **Quick** add button
2. Select **Project**
3. A new screen will present you with 3 options: create a Blank project, Use a template, or Import a spreadsheet.





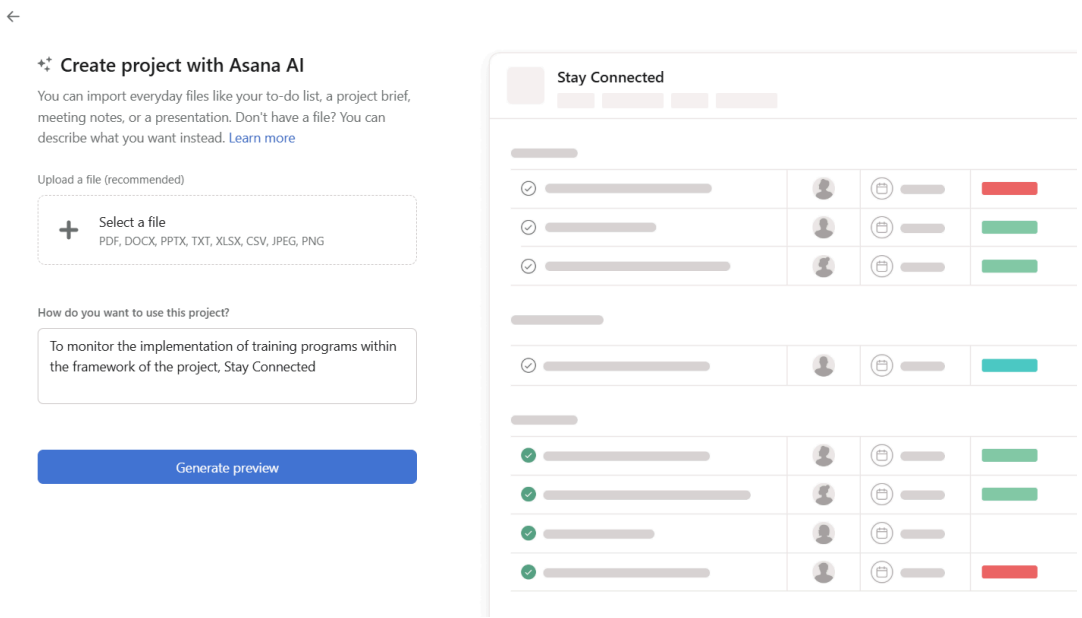
4. Click **Blank project** to start from scratch.
5. Write the project name
6. Click Set up with ASANA AI





7. Describe how do you want use this project

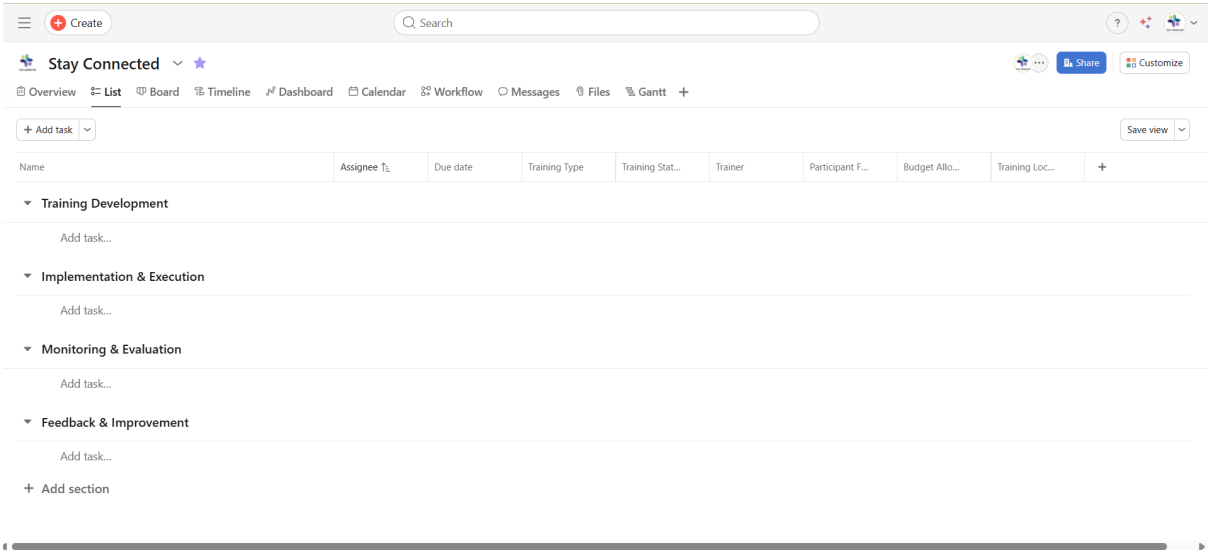
8. Click **Generate preview**



9. Click **Create** project

10. Use the generated project template

11. The template can be edited as needed



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