

the asana guide



CheatSheet #1: How to Set up A System

1. Open a new project and give it a name
2. Do a mind dump of all of the heading/ sections - Don't forget to put a colon: at the end of each section heading
3. Fill in all of the tasks within each section.
4. If you have additional links or notes, you can add them in the description
5. Assign a person to the task
6. If you have subtasks, add them

The screenshot displays the Asana web interface. At the top, there's a navigation bar with 'MY TASKS', 'MY INBOX', a search bar, and a 'New Project' button (indicated by an orange arrow). Below this, the project 'Asana Video Course' is selected, showing a list of tasks. A task titled 'Content' is expanded, showing its description: 'How to set up a new System in Asana' followed by a numbered list of six steps. Below the description are 'Extra notes' and a comment section. Arrows point to the 'Tags' and 'Subtasks' buttons in the task view header, and the 'Attach files' button in the task view content area.

Extra notes:

- If you need to adjust the order of the tasks, you can just drop & drag
- If you don't need reminders set for your system, you won't need to assign a person to the task, or a due date.

Use this to map out a process, create a launch program, design your editorial calendar for the next few months, or design your sales funnel.

The possibilities are endless!

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