**** [Asana](https://asana.com/)’s 4 steps checklist to start using their tool

**1. Create an account**

When you sign up for a new Asana account using your company email address.

**2. ADD YOUR FIRST TASKS**

Start by adding some tasks for yourself, like things you want to get done today, tomorrow, this week, or later this month.

To add a new task, select a line in the main pane, press Enter on your keyboard, then begin typing the task name. You can also use the Quick Add button to add a new task: hit the orange + button in the top bar, then select “Task”.

**3. CREATE PROJECTS**

Projects allow you to organize all of the tasks related to a specific initiative, goal, or big piece of work.

How to create a new project in Asana:

1. Use Quick Add – just hit that bright orange + button in the top bar, and select “Project”.
2. Click the Projects + button in the sidebar under a Team or Workspace name.

**4. WORK WITH YOUR TEAMMATES IN ASANA**

To get the most out of Asana, ask a few teammates to try it with you. An easy way to invite a teammate is to create a simple task, and [**assign it**](https://asana.com/guide/help/tasks/details#gl-assignee) to them. Once they’re in Asana, you can try [**commenting**](https://asana.com/guide/help/tasks/comments) on the task, adding them as [**followers**](https://asana.com/guide/help/tasks/details#gl-followers) on other tasks, and checking for updates in your [**Inbox**](https://asana.com/guide/help/fundamentals/inbox).

[Inbox](https://asana.com/guide/help/fundamentals/inbox) is your notification center in Asana. It displays updates every time a task or project that you’re following is assigned to you, commented on, updated with attachments, and completed. You’ll automatically get these updates in your email, too, but you can turn off email notification.