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# Sink or Swim: How to Survive Drowning in a Sea of Projects Using Asana as Your Life Saver

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# Sink or Swim

How to Survive Drowning in a Sea of Projects Using Asana as Your LifeSaver



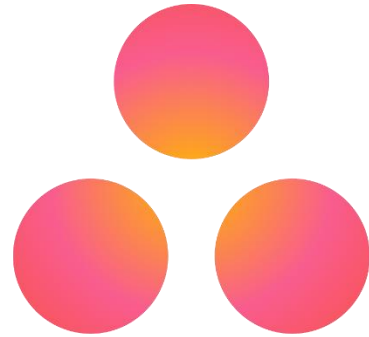
# The Problem

Inefficiencies in Project Management

# The Problem

- Too many emails asking what's going on
  - Lose track of what's what and project progression
- Meetings too long
  - Spend too much time creating meeting agendas trying to figure out what we all did over the past month
  - Spend too much time discussing the actual work accomplished
- Forgotten Projects
- Too many to-do lists that never got checked off

# The Solution



asana

# The Solution

- All of our back and forth about a project or task is tracked within the task itself, including attachments

The screenshot displays the Asana web interface. On the left is a dark sidebar with a navigation menu including 'Conferences', 'Team Conversations', 'Team Calendar', and various project categories like 'PERIODICAL BINDING', 'NSU Works', and 'Training'. The main area shows a task list under the 'Conferences' project. The selected task is 'ing - Project management and teamwork/collaboration'. A detailed view of this task is open on the right, showing its title, description, and a list of 'Title ideas' such as 'Where the wild things are: Taming the beast that is project management' and 'Fantastic Beasts and Where to Find Them...'. The interface includes a top navigation bar with 'MY TASKS', 'INBOX', 'DASHBOARD', and a search bar, and a bottom section for 'Followers'.

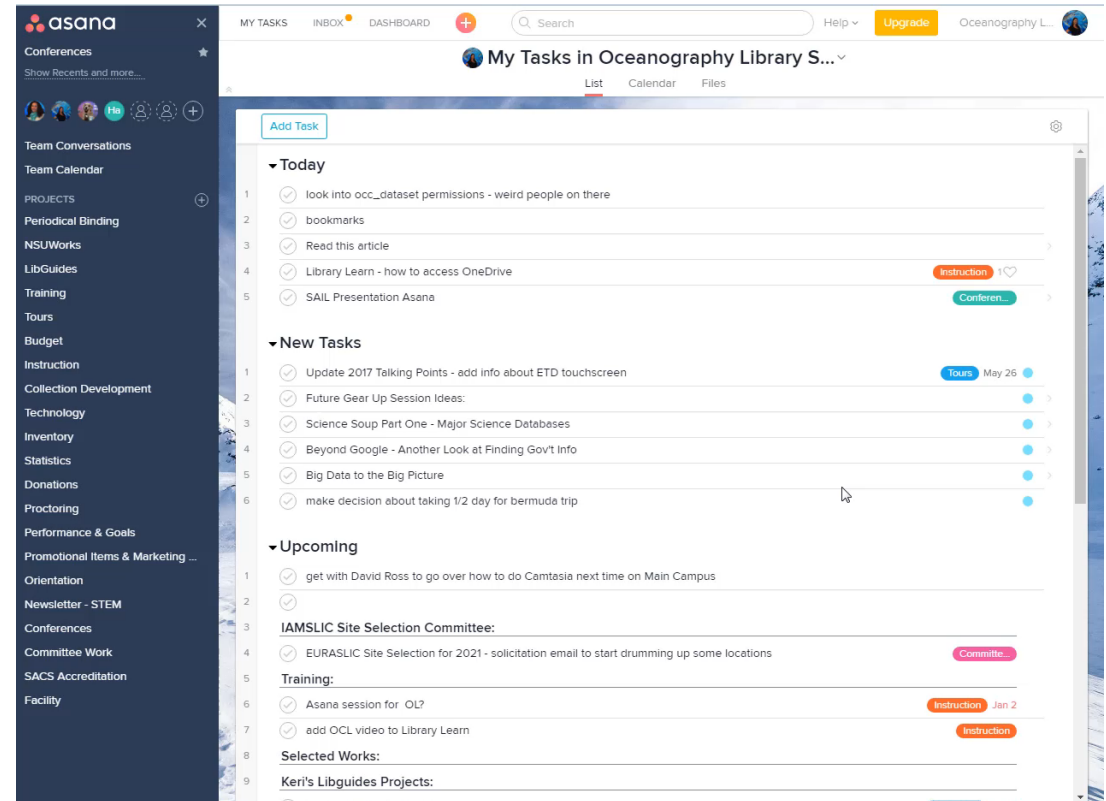
# The Solution

- Our monthly meetings last about 15 minutes
- Creating an agenda for the meetings is greatly reduced as well.
  - All tasks and projects are in Asana rather than in a million different places (email, libstats, folders, notebooks, etc)



# The Solution

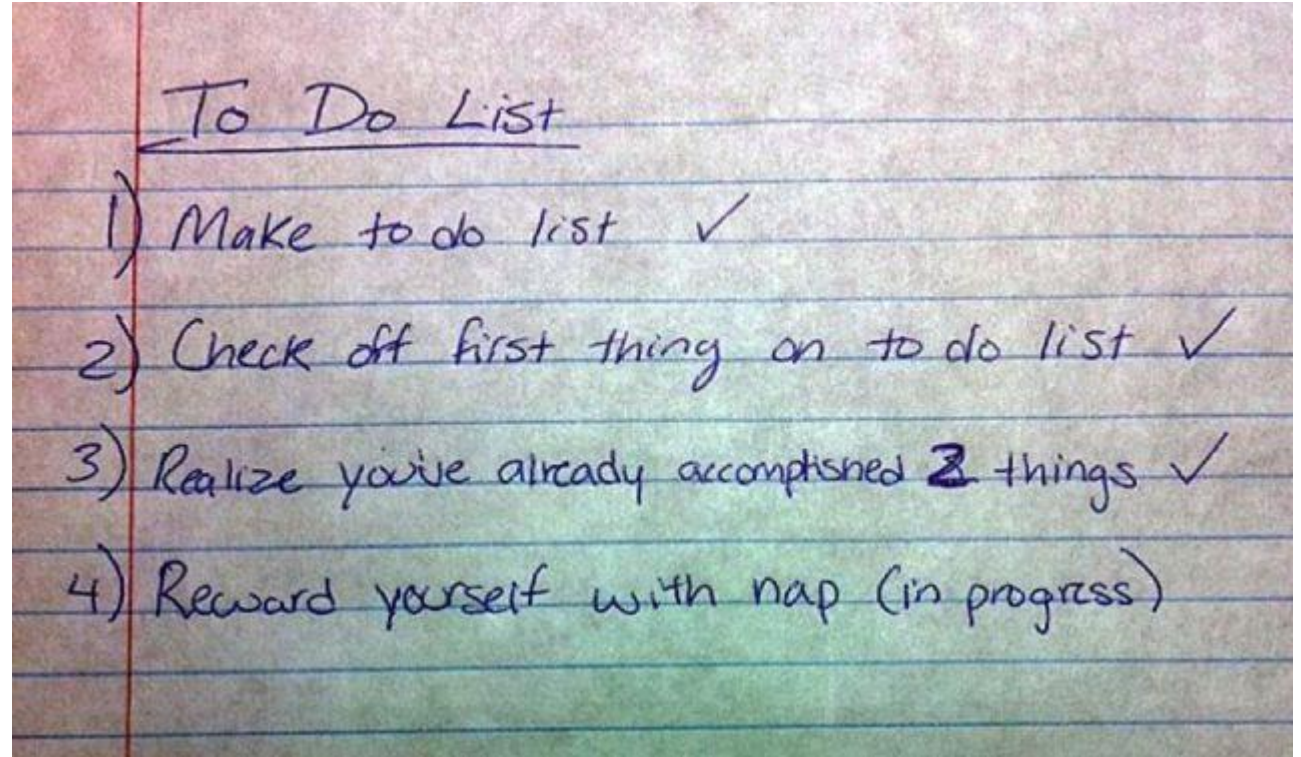
- Projects are not lost or forgotten
  - Due Dates are assigned
  - Additional information is added when needed
  - Add-ons to track time it takes to complete a task





# The Solution

- Checklist is more organized.
- Easier to accomplish set goals.



# Asana Demo

[www.asana.com](http://www.asana.com)