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

Keri Baker
Jaime Goldman
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 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.

To Do List

1) Make to do list ✓
2) Check off first thing on to do list ✓
3) Realize you've already accomplished 3 things ✓
4) Reward yourself with nap (in progress)