



NJC3

MAKING THE MOST EPIC TO DO LIST WITH ASANA

Tasks

ooo

Collaboration



Notes

Presented by Rachel Kang

Feedback





HELLO WORLD!

Rachel Kang is a marketing professional with experience in event management, social media, market research, and search engine optimization.

She also has trouble focusing on one task... and needed a way to prioritize what should happen and when!

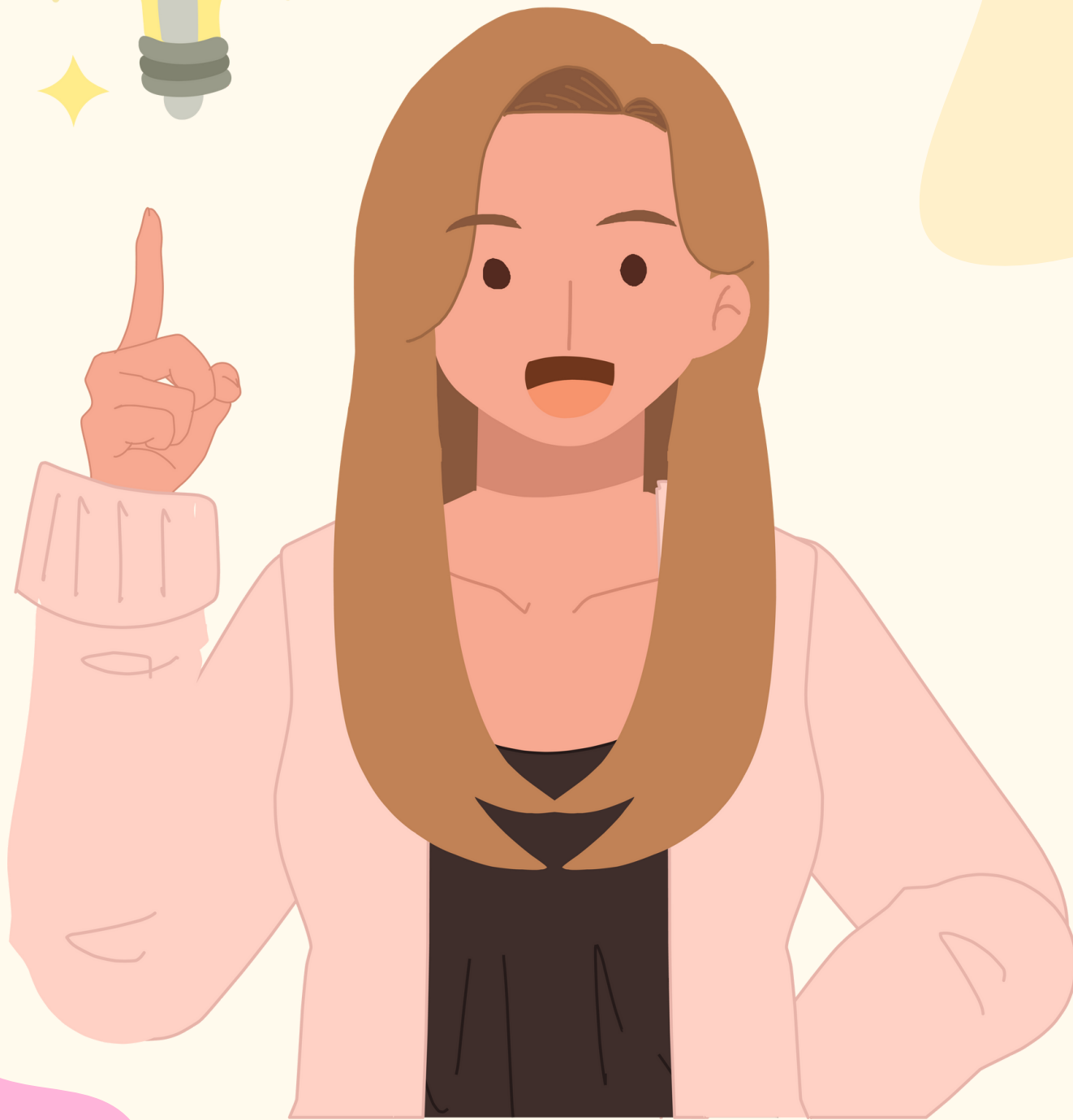
Enter..... ASANA!





QUICK THOUGHT..

- Do you ever wish you had a personal assistant?
- Do you have too many "easy to lose" ways of tracking tasks?
- Is your inbox flooded with unnecessary emails?
 - Or worse.... "requests for a quick Zoom chat..."?



WHAT IF..

- You had a personal assistant that was available 24/7/365.
- A content management system, a diary, a planner, and a project management system all under the same roof?

WHY ASANA?

RECORDING!

The screenshot shows the Asana interface for a project titled "Marketing Calendar 2023". The "List" view is selected, displaying a scrollable list of tasks. Each task is preceded by a green checkmark icon. The tasks include various events and presentations, some with subtask counts indicated by a "3" or "4" and a list icon. At the bottom, a task titled "Spring Open House 2023" is marked as complete with a checkmark icon.

Marketing Calendar 2023

Overview List Board Timeline Calendar Workflow Dashboard Messages Files

+ Add task Filter Sort Show fields

Task name

- Alternative Spring Break 10th Anniversary Poster Presentation
- Amtrak Virtual Info Session 3
- CDS Academy: LinkedIn Profiles and the Job Search 3
- CDS Academy: Interviewing 3
- Accenture Virtual Information Session 3
- NCE Co-op Connect 3
- Experience Day
- Job Search for Students with Disabilities 3
- Women & Alumnae Vested in Education and STEM
- LGBTQIA+ Professional Fair Hosted by Avana & NJIT Spectrum 4
- Diversity Dining Event 4
- Community Partnership Recognition
- CDS Academy: Salary Negotiation and Managing Job Offers
- Alumni Speed Networking 4
- Spring Open House 2023
- Women of NJIT Career Week
- CDS Academy: Diversity Speed Networking
- Employer Awards Event
- SAP Flyer Post 6

The screenshot shows the details for a task titled "Forward email to Angel Cruz". The task is assigned to Rachel Kang (RK) and is due today. The description contains a specific instruction about forwarding an email from LaTosha Wilson. The interface includes fields for assignee, due date, projects, and a description, along with buttons for "Add subtask" and "Make public".

This task is private to you. Make public

Forward email to Angel Cruz

Assignee RK Rachel Kang X New tasks

Due date Today X

Projects Add to projects

Description

LaTosha Wilson email subject: "Campus Center Reservation Floorplan Needed" — forward to Angel and collaborate on an acceptable floor plan for his event in the campus center! 👍

+ Add subtask

WHY ASANA?

TEAMWORK!

✓ Mark complete

Spring Open House 2023

Assignee: **SS Sarthak Saharan** ✕

Due date: **Apr 16** ✕

Projects: **Marketing Calendar 2023** Untitled section ▾

Add to projects

Description

Description (This will be used for Handshake/Highlander Hub): NA

IGS: —

AT: —

+ Add subtask

RK Rachel Kang created this task. Mar 13

Rachel Kang added to **Marketing Calendar 2023**. Mar 13
Rachel Kang assigned to Sarthak Saharan. Mar 13
Rachel Kang changed the due date to Apr 16. Mar 13

RK @Sarthak Saharan please prepare marketing materials for cervelli@njit.edu

Collaborators **SS** +

Join task

✓ NCE Co-op Connect

Description

Description (This will be used for Handshake/Highlander Hub): NCE Co-op Connect - The premiere opportunity for students to network and obtain engineering cooperative education positions.

IGS: FALSE

AT: —

Subtasks

✓ 1st post	Mar 17
✓ 2nd post	Mar 21
✓ final post	Mar 24

+ Add subtask

RK Rachel Kang created this task. Mar 13

Rachel Kang added to **Marketing Calendar 2023**. Mar 13
Rachel Kang assigned to Sarthak Saharan. Mar 13
Rachel Kang changed the due date to Mar 17. Mar 13

RK Ask a question or post an update...

Collaborators **SS** +

Join task

Invite people to njit.edu ✕

Invite with email Invite with link

Add to team ⓘ Add to projects ⓘ

CDS Marketing Team ▾ **Marketing Calendar 2023** ✕

Email addresses

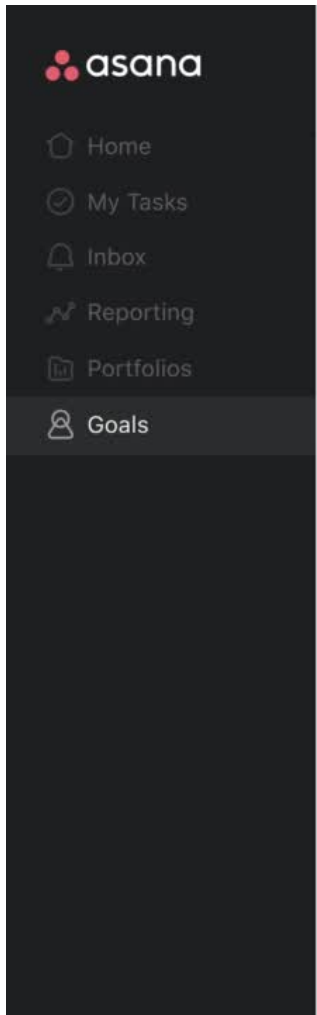
name@njit.edu, name@njit.edu, ...

Your teammates will get an email that gives them access to your team.

Send

WHY ASANA?

GOALS!



Globex Corporation
Company goals Team goals My goals

Mission

To be a customer-centric company that inspires people to take action with confidence.

Company goals +

Win customer loyalty

2 sub-goals

On track

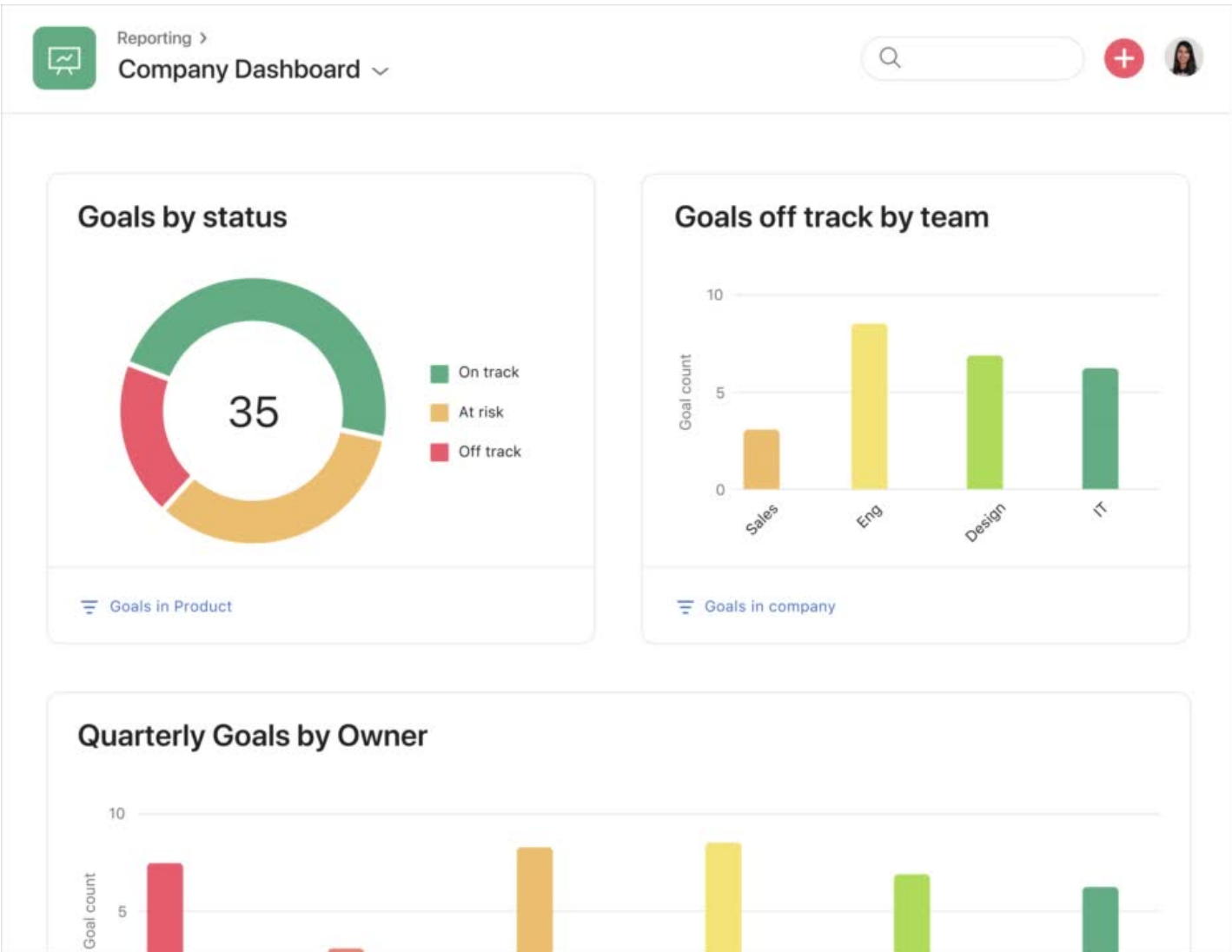
Grow ARR by 20%

5 sub-goals

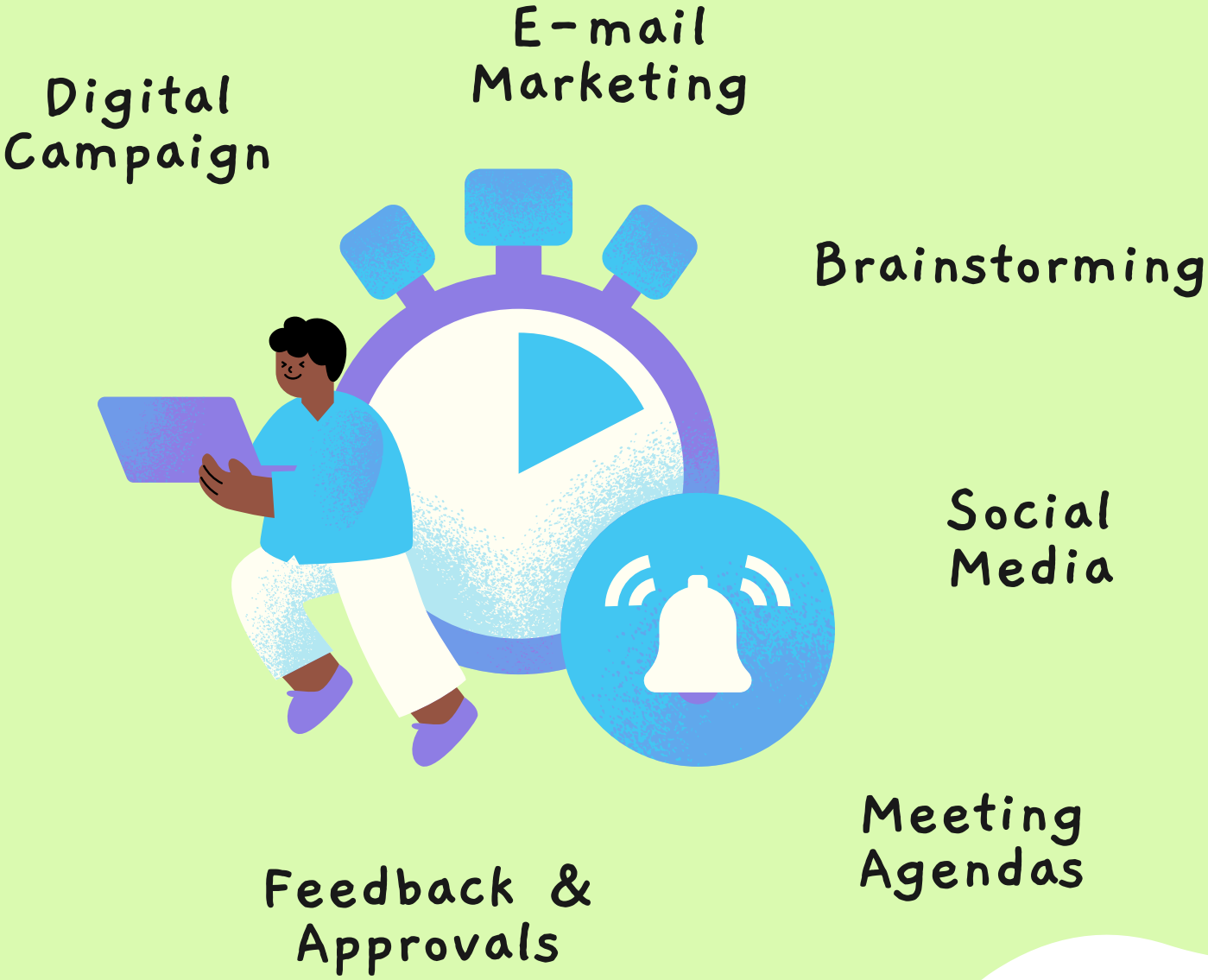
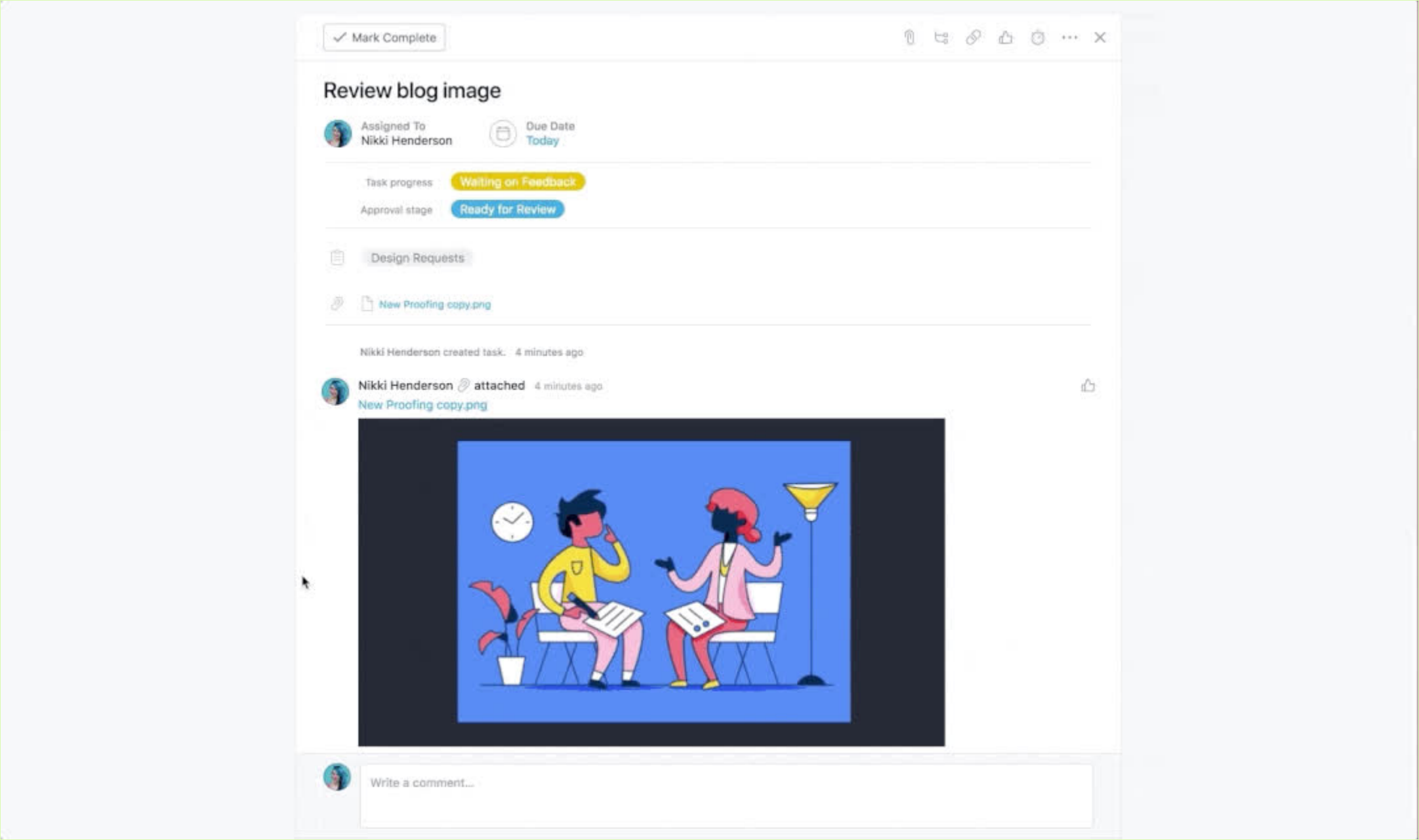
On track

Build a world class product

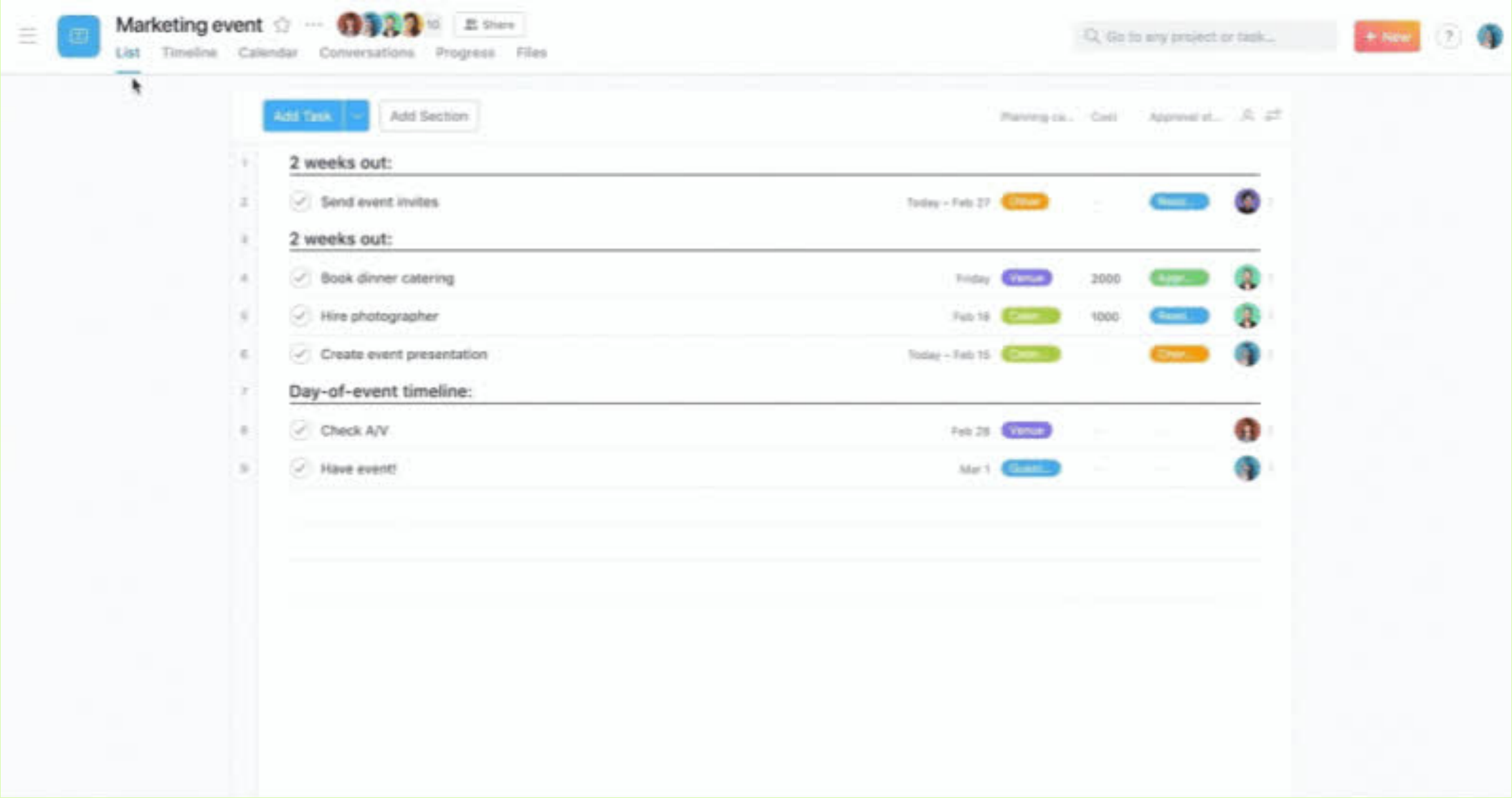
On track



USE CASES



USE CASES



GET STARTED!



