HEIDT OF MEDIA

Understanding HOM's Asana

Core Task Sections

*Can vary by client
*Note: Some clients may have more
tasks than others.*

➔ Admin Updates
➔ Analytic Reports
➔ Blogs*
➔ Designs
➔ Engagements
➔ Emails*
➔ Events
➔ Photo + Video Ideas (this may
   change overtime)
➔ Photoshoots*
➔ Social Ads*
➔ Social Media Account Updates
➔ Social Media Content
➔ Stories
➔ Tik Tok Content*
➔ Website Edits*

▼ Motor Bike Works

|			
1		⊘	MBW Social Media Content
2	▶	⊘	MBW Stories 8
3	▶	⊘	MBW Photo Ideas 3
4	▶	⊘	MBW Video Ideas 21
5	▶	⊘	MBW Photoshoots 2 💬 4
6	▶	⊘	MBW Emails 3
7	▶	⊘	MBW Website Updates 4 💬 2
8	▶	⊘	MBW Blogs 18
9	▶	⊘	MBW Racing Website Updates 3 💬 7
10	▶	⊘	MBW Events 4
11	▶	⊘	MBW Designs 8
12	▶	⊘	MBW Engagements 1
13	▶	⊘	MBW Admin Updates 3
14	▶	⊘	MBW Social Media Account Updates 2
15		⊘	MBW Analytic Reports

Tips + Tricks

- Find more information about core tasks and subtasks by selecting a task and
  looking at the description and the comment section.
- Feel free to ask questions in Slack or in the comment section of the task to help
  further your understanding of the task.
- Add additional context as needed in the task description to help yourself and
  others who may be collaborating on a particular task.

How to Properly Navigate Sub Tasks

- Use the dropdown arrow to allow you to see the subtasks in the main project "List View"
- Subtasks populate to the right on desktop view.
- **Note:** It is possible that subtasks also contain additional subtasks.
- **Note:** If you filter your list, you will NOT see these mini arrows.
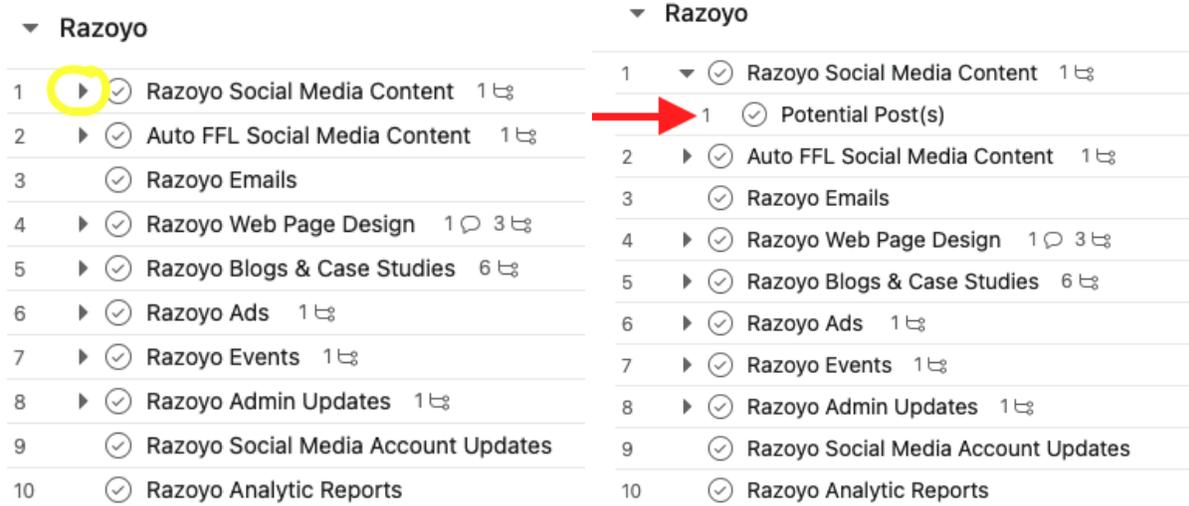
The view above will show **INCOMPLETE** tasks only.
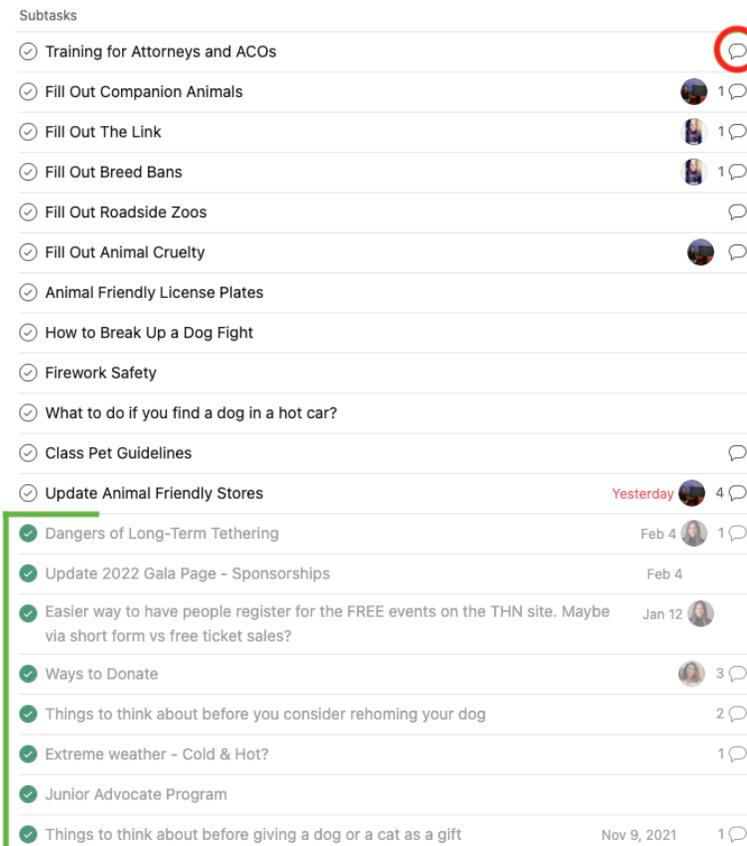
Once you click on the subtask or 'Details' you will see the expanded view which shows **BOTH** incomplete and completed tasks *(shown in green bracket).*

*Note: You can click the comment icon (red circle) to view additional information about the particular subtask.

Description & Comments

To find more information about a specific task, click the task itself to find Description and Comments.

→ **Description (red box)**
◆ This is where additional information/instructions of the task will be located.

→ **Comments (blue box)**
◆ This is where any updates of the task will be stored. You can also reference here to see when things have been adjusted (i.e., Priority Level, Due Date Change, etc.)

→ **Collaborators (pink box)**
◆ This will show you who is collaborating and assisting with this task. This varies among the tasks. If you are a collaborator, you will get emailed and notified when things update in the task.

Description

Beautify the Legislative Action Summary PDF with THLN branding from Karen.

*Ask Emily for photo

+ Add subtask

Brianne Comeaux created this task. 8 days ago

Show 2 previous updates
Brianne Comeaux changed the due date to Feb 10. 8 days ago
Brianne Comeaux changed Creation stage to "In progress". 6 days ago

Brianne Comeaux 5 days ago
Email sent 2/9 of confirmation of laws/bills to include. Pending response.

Brianne Comeaux changed Priority to "Low". 5 days ago

Brianne Comeaux added the description. Show Difference Just now

Ask a question or post an update...

Collaborators ➕ +   🔔 Leave task

Filters

This is a **personal preference** for how you'd like to view your Asana. The current filters set in place are:

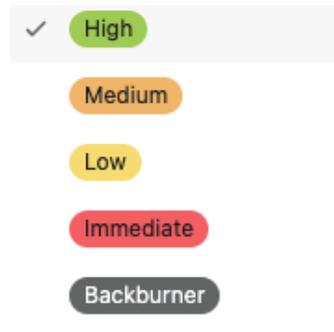| Assignee	Priority	Due date

➔ Assignee
  ◆ Who this specific task is currently assigned to.
➔ Priority
  ◆ Level of priority in which the task is needed.
    ● High
      ○ This needs to be completed within the week.
    ● Medium
      ○ This needs to be completed within the upcoming weeks.
    ● Low
      ○ Keep it on your radar. This will be due within the next month.
    ● Immediate
      ○ Needs to be ASAP.
    ● Backburner
      ○ Keep it on your radar, but this is the lowest of priorities.
➔ Due Date
  ◆ When the specific task is due
  ◆ ***Note:** Our goal is to be ahead of these due dates when possible!

✓ High
Medium
Low
Immediate
Backburner

Once you click onto a different project, the filter selected prior will default back to it's original list. (i.e., No filter in place)

Customize Your Experience
Along with customizing your view using Filters, you can further customize your experience by clicking your icon and going to "My Settings".

Display Settings
- Compact your list or space it out
- Light or Dark Mode

Notitication Preferences
- Adjust your email preferences (Activity + Mentions **MUST** be checked)
- Desktop Notifications
- Notification Sounds
- Project Notifications (These **MUST** all be checked)

*Note: Some notifications are required by HOM for you to keep on to ensure you are getting notified of task updates. However, you have room to customize the amount and way you are getting notified. Please ask Emily or Brianne if you are in question.