

Add tasks to get things done

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Tasks are Asana's basic unit of action. They help you stay organized and make things happen.

You can use tasks two ways:

- As an action item or to-do.
- As a way to store or share notes and reference information.

Assign tasks to anyone

- You can assign tasks to people by adding a name next to the Assignee field at the top of any task.
- You can even assign tasks to yourself.

Add due dates

- When something must get done on time, you can include a deadline for any task.
- Use the "Due date" option in any task's header area to add or edit a deadline.

Checkmark to complete

- Click the checkmark near the title of any task to mark it completed.
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