Let’s Stay Together

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Our Goals for Today

1. Learn how to use Asana to manage projects for your team.
2. Develop organized communication among team members using Slack.
3. Discuss some best practices for project management and communications for station activities using Asana and Slack.
4. Motivate and Reflect.
But, before we get started, let's talk more about Timing
Mornings are better than Afternoons
Fresh Starts

- People symbolize days or dates throughout the year for fresh starts.

- Milestones can coincide with important symbolic dates or days.
Timing to Topics

1. Introduce Asana. Why?
2. Managing your projects in Asana.
3. Managing your teams and assigning tasks in Asana.
4. Introduce Slack. Why?
5. Managing your people and teams in Slack.
7. Discuss best practices, share my experiences.
8. Reflections on staying together.
9. Questions?
Welcome to Asana.com

Collaborative Task Management

- It's free!
- Track projects
- Track tasks
- Visualize goals
- Big picture views
- Mobile friendly & dedicated app
1. Managing Projects
   - Fundraising event project
   - Review tasks
   - Board view
   - Calendar

2. Managing Teams
   - Assign people/teams to projects
   - Assign tasks to people/teams
   - Conversations
   - File upload
App Views
Welcome to Slack.com

Slack is a Digital Workspace

- Its free!
- Teams and workspaces
- Channels
- Messages
- Search
- Notifications
Searchable Log of All Conversation and Knowledge (Slack)

Slack Channel Link

https://letsstaytogether-nbs.slack.com/
Asana/Slack Integration

- Create a task in Slack
- Get notifications about tasks
- Link a project
- Manage settings
- Both tools have mobile apps (Android & iOS)
Best Practices

Slack Communication Etiquette Tips

● Stay within the channel’s purpose.
● Be careful with @channel and @here.
● Respect someone’s status.
● Go easy on animated gifs (images), Giphy.
● Be mindful of security.
● Be welcoming. Be kind.
Let's Not Stop There

*Explore* other tools such as:

Trello: Project management with multiple board views

Pivotal Tracker: Agile project management

Google & Microsoft: Non-profit options, most cases free

Self-Education: YouTube, Coursera, edX
Reflections
Resources

Asana: http://asana.com

Slack: http://slack.com

Asana / Slack Integration: https://blog.asana.com/2018/05/new-asana-slack-integration/

Coursera Online Education
https://coursera.org

When: The Scientific Secrets of Perfect Timing, Daniel H. Pink
Questions?