

Asana Project Structure Template



Virtual
BIZ ⚡ PARTNER

Projects to create:

- Administration
- Business Development
- Business Systems
- Client Care
- Editorial Calendar
- Marketing
- Program Delivery
- Website
- *Yearly Goals
- **Quarterly Goals
- ***Launch Template

***Yearly Goals** - this isn't so much a project for me but my 5 to 6 big goals for the year. I use board rather than list, and that way I can always be reminded of my goals.

****Quarterly Goals** - I take my 5 to 6 big yearly goals and put them into quarters. This keeps me from taking on too many projects because I am focused on what will drive me forward. I generally have 1 to 2 goals each quarter and list them as a section or break it into sections if there are a few milestones needed to complete that part of my goal.

*****Launch Template** - I have one program that I launch twice a year and having a project template makes it so easy to copy the project template and not have to set up ALL the launch tasks. I suggest if you launch at all, that you have a launch template. It will also help you or your VA to save time because you aren't having to enter each task every time you launch.

Sections for each project:



Administration

- General Admin
- Calendar & Email Mgmt

Business Systems

- Financial
- Legal
- Systems (or processes) to create

Marketing

- Blog
- List Building
- Social Media
- Guest Blogging & Interviews
- Advertising
- Misc

Business Development

- Any trainings, programs or mentoring you participate in

Client Care

- General Client Items
- Potential Clients

Program Delivery

- Virtual Assistant Certification

Website

- VBP Website
- VBP Academy Website
- VBP Academy Member Website

Optional Projects:

Yearly Goals

- List each goal as a section

Quarterly Goals

- List Building
- 7 Day Challenge
- VA Training

Launch Template

- Launch Prep
- Pre-launch
- Launch
- Post-launch

Actions to take:

- ⚡ Set up an asana account if you are not using a project management system
- ⚡ Add projects on my list or edit if necessary so it makes sense for your business
- ⚡ Then add sections inside each of the projects
- ⚡ Invite team members





Quick Tips:

When creating a new project choose either list or board. You cannot change this once you create the project. Originally you could only do list view but they eventually updated to add board view.

Make a personal workspace, in the old version of Asana you had a personal workspace but it didn't offer all the features the business workspace did. All you need to do is go to your profile in the top right, click on it, go to more and then create new workspace. I named mine Personal and that's where all my non-biz related tasks go.

When setting up a new task, it's easiest if you go into a project then set up the task under the appropriate section. You can use the orange + button at the top but by default those tasks are private. I have clients set tasks up this way then wonder why I never see them.

Create a launch template that you can copy each time you launch. Then all you have to do is add due dates, assign tasks, and add any needed info. This is a huge time saver since you are not having to create each individual task every time you launch!

Use calendar view for the Editorial Project once you have tasks added and dated. The idea of this project is to list only emails to be sent for your business or for affiliates. For someone sending a lot of email, calendar view is great because you can double check how close together you are sending emails and the is perfect for a visual person.

In your profile, go into display and check the box "show task row numbers" and check the box "show occasional celebrations upon task completion." In your profile, I suggest enabling the following hack, extra delight because then you will see fun little surprises at times which we all love!

