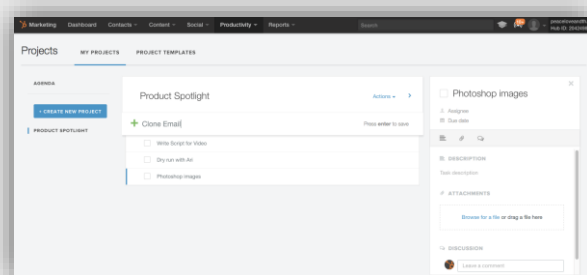


PROJECTS

You can create a Project for any connected set of tasks, such as Website Redesign, SEO Optimization or for things less campaign related, such as a Blogging Ideas, people to Interview, or competitors to keep on your radar. You can even create a Project for onboarding a new teammate or an intern.

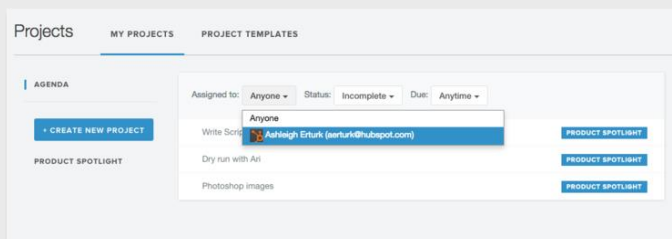


Just click, “CREATE NEW PROJECT” to create your own project with custom tasks. When building a Project create tasks at a high level. A list of 10 or so items that serve as milestones, from their break each task down into more actionable subtasks and assign owners and due dates. Project are blueprints to get big or small initiatives done.

AGENDA VIEW

Agenda view allows you to prioritize your work by providing a sortable look at all tasks in any Project. For instance you can plan your day by looking at all tasks assigned to you that are also due today.

You can filter by assignee, status of a task, and due date. The Project names are listed in blue to the right of each task name. The tasks are sorted in a chronological order by due date helping you get organized and



attack the week or month. If your tasks have been overdue, you will see their dates noted in red at the top of the list.

EMAIL NOTIFICATIONS

You will receive email notifications when you @mention someone, when someone leaves a comment on a task you created, and when you get assigned a tasks.

Remember, Projects is still in beta. Your feedback can help shape the future of Projects!