

Asana Project For New Team Member Project

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Intro

Please make a copy of each of these as a separate task in a "template" project in Asana (Asana won't let me give you templates to download and upload as far as I can see)

Each headline below is a separate Asana task, so it will look like below:

INBOX
+

Search

Help
Person

★ 999 Shadstone New Team Member Getting Started

List
Conversations
Calendar
Progress
Files

Add Task

View: Incomplete Tasks

☒
First steps

☒
Read Shadstone Company's Vision Document

☒
Read Shadstone Company Products & Services Overview

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Read The "Meet The Team Members" Document

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Learn & install Lastpass password management

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Tell Mike You're Ready to start

Website Creation:

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Learn Using Wordpress

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Watch our HK Supercharged video training

First Steps 2

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First Steps

i sent you an invite to a company email use that to login to your google docs to view the instructions

i then invited you to Asana to view your tasks

inside Asana you will see the tasks for what tools to learn, with the google docs links (need to use shadstone google account)

- 1) tasks in Asana
- 2) documents in Google docs
- 3) chats in Slack (you'll see it in the task list in Asana to get started)

Read Shadstone Company Products & Services Overview

(make a google document covering what your business does so they can fully understand)

Read The "Meet The Team Members" Document

(make a google document introducing the team members)

https://docs.google.com/document/d/1Qq1rB5h-earVTVg_SWO2Z1a_VfvZD8K9ZRr8c0guiCY/edit

Remind Management to add you to Team Overview

(this way, you keep the team document above up to date when a new team member starts :))

<https://docs.google.com/document/d/1Y-SyINJFNGGkBD7otzTJwRmvZK5vVk-PZsEaYGuv65s/edit>

Send us your contact details

Add this to your contact list

https://docs.google.com/document/d/1cC9pyYTCen_GM4EiiF7H3D-c_Y73BmLBR5JLvxbLjOA/edit

Learn how to use your Shadstone.com email

<https://docs.google.com/document/d/1G5QgPgtxi6CdcOiZq9zuSHxk0r - uULNpeFFyy46sLg/edit>

Learn Asana project management tool

<https://docs.google.com/document/d/133sx4zTwuiyGTI9UpdE6E15mgixVN1h2WkUrrmYDzbk/edit>

Learn tool - google docs

<https://docs.google.com/document/d/1gKp8Tx1RsWhaUOtleVcARqcUqsh3TF4Fo3LOBTmmxxo/edit>

Learn tool - slack

https://docs.google.com/document/d/1cBZSyvK9VIW3zUK-rstJm6_tFSnWtUFqu02W6R7ngWU/edit

Learn tool - helpscout

https://docs.google.com/document/d/11tdkpEp2pAL3TGSd3QKKvVKIINK57Jfp_3K4Eg8AGw/edit

Learn tool - dropbox

<https://docs.google.com/document/d/1Cy1ZLkizxie5AZxASiklsyzL6hwqvITBjAC-50mQMaw/edit>

Learn about your daily work diary

<https://docs.google.com/document/d/1KBy6CoMaj6PU9u60FL3rCaS9ufRV-VrU8lfH3TbblqE/edit>

Learn & install Lastpass password management

<https://docs.google.com/document/d/1JxsJauAJcXbGXB0d-k5mJMHIWODvgZ3nq6ul6OaqdAw/edit>

Tell Mike You're Ready to start

This is the last task - send me a message on Slack and let's get going!