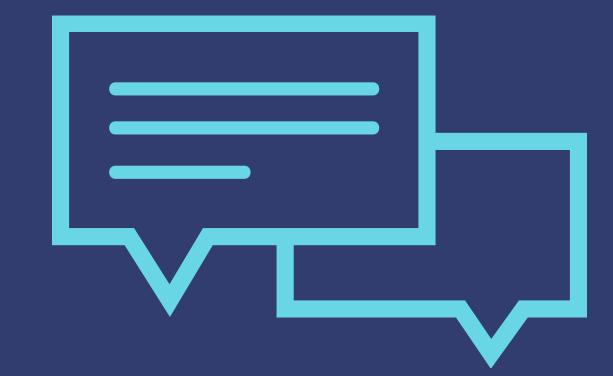# ASANA PLANS

Asana Free

Asana Free is our basic version of Asana for teams that are just getting started. Asana Free includes:
- Unlimited tasks, projects, and conversations
- Up to 15 tehm members
- Basic search

Asana Premium

When teams are ready to run their business on Asana, they'll want Asana Premium so they can unlock key features that can give them more power, control, and customization. Asana Premium builds on the core features of Asana Free and adds:
- Unlimited tasks, projects, and conversations
- Timeline
- No team member limit
- Advanced search & reporting
- Custom fields
- Task dependencies
- Comment-only projects
- Private teams and projects
- Start dates
- Admin controls
- Customer success webinars
- Priority support
- Google SSO

Asana Business

Suited for large-scale, cross-functional initiatives that impact company-wide objectives and metrics. To deliver on business initiatives we've found that business leads need project and portfolio management support. This version includes everything in Asana Premium as well as:
- Portfolios
- Get real-time, high-level views on the status of strategic initiatives
- Easily identify when work goes off track and drill in to address risks
- Report on progress up and down organization hierarchy
- Lock custom fields
- Build an onboarding plan with our Customer Success team
- Resource management, our Workload feature

Asana Enterprise

Designed for the needs of larger organizations, Asana Enterprise includes all the features of Asana Business and adds advanced administrative controls, enhanced support, and more, including:
- Manage team members with advanced admin controls like service accounts and SAML. Get specialized help from our customer success team, plus same-day support to ensure you're successful with Asana. Maintain strict control over your data and security with user provisioning and de-provisioning, data export and deletion, and cross-regional backups. Put your logo front and center. With custom branding, you're able to customize Asana with your own logo.

CREATE THE PERFECT TASK

Use this to create the perfect task in Asana

T - Time (due date)

A - Actionable - use action words when creating tasks.
example - Create Holiday Mailing list.

S - See - See who is or assign to the responsible team mate for the task.

K - Konnect - Connect all relevant attachments and documents to the task within Asana.

SHOULD I ASANA OR NO?

Do This, Not That When

CREATE TASKS INSTEAD OF EMAILS IN ASANA WHEN:

You need to update the status of the project

Need to have a discussion with all project members

CREATE AN ASANA CONVO INSTEAD OF A MEETING WHEN:

You have a question

You have a request

You need a piece of work done

You want to share info to reference later