



Anna Read

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Biography

Anna Read is an Asana Certified Pro and co-founder of Empowered Assistants Empowering Assistants (EAEA). She currently serves as the Executive Assistant to the CEO of YWCA Central Alabama. The YWCA's mission is to "eliminate racism, empower women, and promote peace, justice, dignity, and freedom for all."

Anna is a lively and informational trainer. She brings enthusiasm and passion as she gives you practical know-how into the tools she trains on. She has worked with non-profits and for-profit companies around the United States to streamline their processes, identify time-wasters, and create solutions for everyday efficiencies. Anna has been working with C-Suite executives for over 9 years. She holds a degree in Communication Management from the University of Alabama at Birmingham. On any given Sunday, you can find her in the garden or hanging out with her husband and their dog, Tuppy Tebow.

Session: Asana for Assistants: How to Streamline Your Tasks and Manage Projects

In this session we will go over Asana basics, pro tips, and all of Asana's brilliant features. We will also cover how to use Asana to reduce the amount of weekly and project meetings; how to set, track, and achieve KPIs and Company Strategic goals plus how to make the most of virtual event planning in Asana! Whether you've never heard of Asana, you've been dabbling in Asana and still feel lost, or you have a good handle on Asana and want to know more, this course is for you.

Learning Objectives:

- What is Asana and why should I use it?
- How to get started in Asana
- How to streamline your daily tasks to one location
- How to use Asana's My Tasks and Inbox Features
- How to manage projects, teams and collaborations more effectively
- When to use Asana, when to use a different tool, and which tools can be integrated into Asana
- How to sync Asana with tools you already use such as Slack, G-Suite, Chrome, Microsoft Outlook, Microsoft Teams, Zapier and more!
- How to use Asana's newest features such as Goal Setting, Forms, Appreciations and Portfolio Status

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to make an appointment to speak to us about booking Anna to speak to your team either virtually or in person



This session is worth 1.0 IAAP recertification point.