Teamwork
Need-to-Knows

Find Work

...we know, we know who wants to find work?
After searching angrily for 20 minutes you probably do.
Unlocked: 19 extra minutes for literally anything else.

My Work

What: It's your centralized work hub, it shows all work assigned to you organized by date so you can better prioritize what needs to be done first.
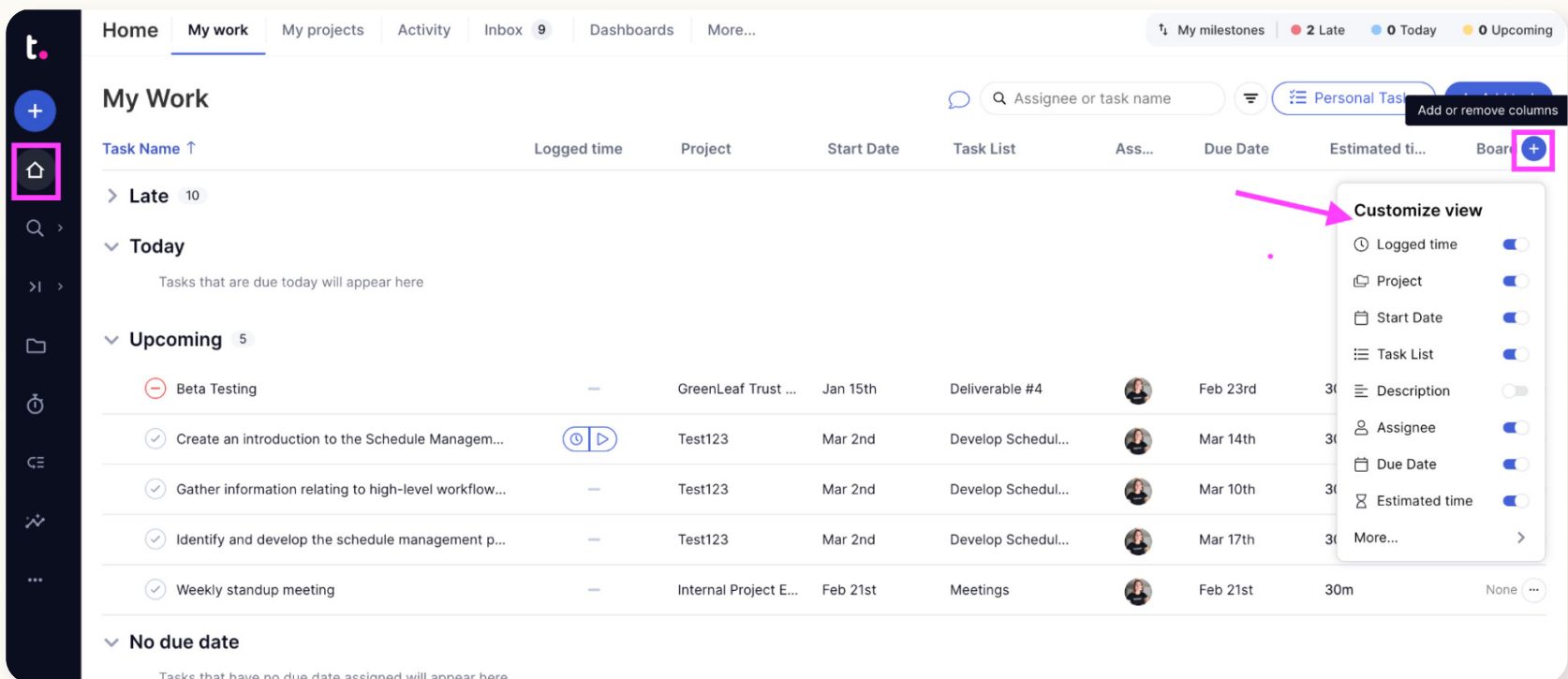
Why: It's where you start your day, mark work as complete, and then see what needs to be done next.

What else you'll love: It's customizable. You choose what you need (or want) to see. Turn task attributes on or off. Move columns around. Do what makes sense for you.

Training: Daily Work Management

3-STEP HOW-TO:

1. **Find.** Click Home, then My Work.

2. **Customize.** Click the + to turn columns on or off. Our suggestions: Logged Time, Board, Task List. Then drag-and-drop columns into the right order.

3. **Work.** Start your day in My Work, look at the tasks assigned to you, use due dates to help decide what to start with. Complete tasks as you finish them.

Track Time

Yes, we need time tracked for work reasons:
invoicing, billing, planning work. But also: you're
doing the work, let's get you credit.

Track Time

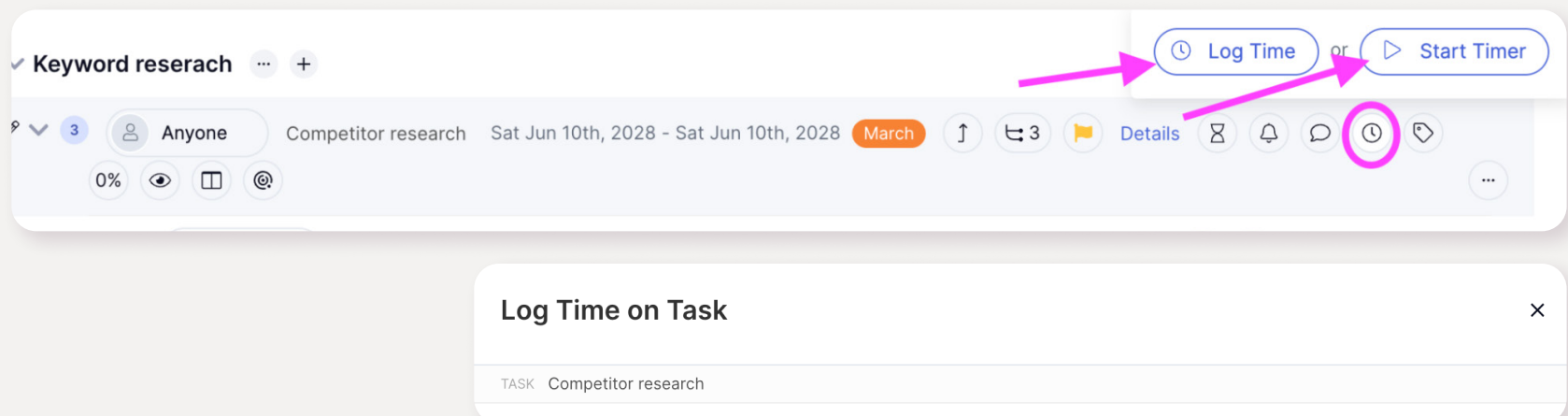**What:** Track (or log) time on tasks to record how much time it takes to get things done.

Why: Time tracking gives you data to lean on when discussing how much more you can, or can't, take on. Work with clients? Then time tracking is key to getting paid.

What else you'll love: There are a myriad of ways to track time — use the one that's best for you.

Training: Track your Time

3-STEP HOW-TO:

1. **Run a timer.** Click + Quick Add in Teamwork's left nav, then Start Timer. Pick the project and task to track time for and then start working.

2. **Log time on a timesheet.** Click Time from the left nav, then My Timesheet. Enter time for each of the tasks you worked on.

3. **Safety check.** At the end of the day (or week) review your timesheet to make sure time got tracked for everything you did.

✓ Keyword reserach ··· +   ⏱ Log Time or ▷ Start Timer

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Log Time on Task   ✕

TASK Competitor research

Communicate on Work

Imagine talking to someone on the phone but the person
you're talking to is using a telegraph. You're not actually
talking to anyone. Enter: comments and messages.

Communicate on Work

What: Comments and messages keep work communication in one place. Comments are for tasks (granular discussions or updates), and messages are for projects (broader project announcements).

Why: There are too many places where you can discuss something and having conversations everywhere makes it difficult to follow anything.

What else you'll love: Social media has trained us for something: use @mentions to alert specific team members to something.

Training: Communicate on Work

3-STEP HOW-TO:

1. **Comment.** Open a task, go to the comments section at the bottom, and start typing.

2. **Message.** Open a project, select the Messages tab, click + Add a Message. Save this one for updates everyone on the project should know about.

3. **@mention.** Type @ and then the name of the person you're talking to. You'll draw their attention to what you're saying.