

Top Best Practices

- Categorize your [Projects](#) so that it's easier to find them
- Use "[Starred](#)" Folders
- Avoid having stand-alone [Projects](#) (the ones that don't have parent Folders)

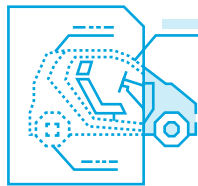
Folder Tree



- Use naming conventions to organize your Folders (add 01, 02, 03,.. to the beginning of Folder names)
- Create a secure structure to give access to the correct people

- Plan your structure before you start building [Requests](#) and [Reports](#)

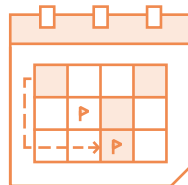
Requests and Reports



- Create [dynamic Request forms](#) to map form answers to particular Folder, Project and task fields within Wrike.

- Make sure to always assign your [tasks](#)
- Don't overassign your [tasks](#) - use one [subtask](#) per each assignee to avoid that

Task Management



- Don't forget to add dates to your [tasks](#)
- Make sure to update statuses in a timely manner

- Avoid having more than one level of [subtasks](#)
- Use [checkboxes](#) in description fields instead

Tasks and Subtasks



- Use [Custom Workflows](#) to reflect different stages of tasks

- Enable only the needed [notification settings](#) to make the most of this feature

Notifications



- Check out the Daily To-Do list and the Daily Digest

- Check out Wrike's [Help Portal](#) to find answers to all feature-related questions!
- Explore the [Community](#) - share best practices, submit feature requests, and more.
- Watch other on-demand and live [trainings](#) that cover different topics.