Top Best Practices

**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

**Requests and Reports**
- Create dynamic Request forms to map form answers to particular Folder, Project and task fields within Wrike.

**Task Management**
- Don’t forget to add dates to your tasks
- Make sure to update statuses in a timely manner

**Tasks and Subtasks**
- Use Custom Workflows to reflect different stages of tasks

**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.

- 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)

- Plan your structure before you start building Requests and Reports

- Make sure to always assign your tasks
- Don’t overassign your tasks - use one subtask per each assignee to avoid that

- Avoid having more than one level of subtasks
- Use checkboxes in description fields instead

- Enable only the needed notification settings to make the most of this feature