

Wrike Work Hacks

Tips & Tricks

- **Tagging:** Organize your tasks by adding a category, [move](#) from one Folder to another, or include in multiple locations.
- **Template:** [Duplicate](#) your existing Project with tasks as a template and launch future Projects with a single click.

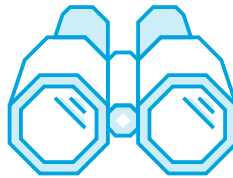
Folder



- **Project Wizard:** Create new Projects and Folders using a wizard, enabling you to easily choose settings for them right from the beginning.
- **Storage:** Use cloud storage integration to keep all your docs in one place and linked to Wrike: Google Drive, Dropbox, OneDrive, or Box.

- **Communication & Collaboration:** Use [@mentions](#) to give your team instant access to a task/Folder/Project and send a direct [Inbox](#) notification.
- **External sharing:** Collaborate with external partners and clients by having a separately [shared Folder](#) with them.

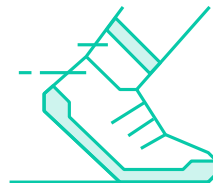
Visibility



- **Sharing:** Your entire workspace is not automatically shared with anyone. Give access and visibility to your team by sharing. [Create a separate team Folder](#) for public access.
- **Following:** Follow items to get notified about all changes to a Project or a task that you are not assigned to or invite others to follow.

- **Work On-the-Go:** Install the mobile app for [Android](#) or [iOS](#) and create tasks wherever you are, even offline.
- **Track your time:** Keep track of time spent on your tasks and create [a Report](#) to see overall work done by your team.

Efficiency



- **Filtering & Sorting:** Use advanced filters to find anything you need across the entire account. You can also save search results as a [dynamic widget](#) to your [Dashboard](#).
- **Mass Editing:** Bulk edit tasks by filtering and selecting them in order to reschedule, reassign, move, include in other Folders, or delete them.

- **Consolidate Emails:** Send your most important emails as tasks to relevant Folders by using their unique email address to help you organize your work.

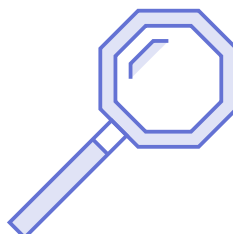
Email



- **Email notifications:** Get notifications that are important to you. Receive your [daily to-do's](#) or daily digest at a preferred time.

- **Commands:** Learn commands to find a particular task matching your requirements.
- **Users:** Looking for someone particular and their info? Simply type in a name to see that user's card.

Search



- **Attachments:** You can get a list of all tasks that include attachments or look for a specific attachment using [search](#).
- **Tasks:** Find a task in a specific Folder using the command "folder:" or not included "notin:"