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.

• **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.

• **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.

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

• **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.

• **Visibility**
  • **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.

• **Efficiency**
  • **Tracking & 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.

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

• **Search**
  • **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.
  • **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:"