



Points Worksheet: Quantifying Effort and Workload Across Teams

To measure, track, and predict required effort (in Asana), we first need to quantify it. By assigning points to our work on a relative scale (a concept used in Agile), we enable our team(s) to compare and communicate the associated effort. Our team scored some common elements of work across dimensions like complexity, critical thinking, judgment, and problem solving to create this rubric. Please use this worksheet as a starting point for your team.

[Share your insights and feedback with us.](#)

Points	Description	Universal Actions	Your Team
3	A simple task, learned quickly, and easily repeated. Requires minimal (or no) judgment / collaboration.	<ul style="list-style-type: none">- Checking email, Slack threads, Asana Inbox, calendars, professional networks, social media- Updating CRM records, logins, passwords- Creating follow-up tasks in Asana, rules/filters in Gmail- Time tracking, expenses, transfers, payments	
5	A simple task requiring some skill (data, language, organizational, etc.) and attention to detail, but minimal judgment.	<ul style="list-style-type: none">- Creating next steps, updating tasks, and organizing work- Approving timesheets, invoicing- Scheduling meetings, calls, and sessions- Cleaning folders, files, and other assets	
8	A slightly complex task requiring some focus, judgment, and critical thinking; may include learning new information and/or exercising judgment.	<ul style="list-style-type: none">- Team meetings / Check-ins- Approving content, budgets, time-off- Reading industry resources, attending webinars- Account reconciliation, bookkeeping	
13	A somewhat complex task requiring focus, judgment, and collaboration.	<ul style="list-style-type: none">- Updating Standard Operating Procedures (SOPs)- Client onboarding/offboarding- Team 1:1s	
21	A moderately complex task that relies on known strategies. Requires problem solving, judgment, critical thinking, and collaboration.	<ul style="list-style-type: none">- Developing new SOPs- Review materials, documentation, and processes- Prep for important meetings or other facilitated sessions- Updating online profiles, website, resume- Internal onboarding/offboarding	
34	A moderately complex task that may involve synthesizing large amounts of information or creating new strategies. Requires focus, clear communication, and ability to connect concepts.	<ul style="list-style-type: none">- Learning new/updated software- Creating a drip campaign, writing a job description	
55	A very complex task requiring multiple skills. May involve complex decision making, navigating varied interpersonal dynamics, and focus over time.	<ul style="list-style-type: none">- Delivering a Training- Proposal writing, business development	
89	A very complex task drawing on a broad range of skills, experience, and insight. May require intense focus, problem solving, and critical thinking.	<ul style="list-style-type: none">- Lead a challenging meeting, often with external stakeholders- Coding (general), data review/analysis/insights	
144	An extremely complex task requiring varied skills, new ideas, and/or novel strategies.	<ul style="list-style-type: none">- Speaking at a conference- Writing opinion / thought leadership content	
233	An extremely complex and high-impact task requiring integration of high level skills, creativity, and novel strategies.	<ul style="list-style-type: none">- Development of a new service, product, or offer- Launching a new location, office, or other physical space	