

## ClickUp training

### Four daily responsibilities

#### Every ClickUp User Has Four Basic Responsibilities

These are the minimum habits that make the system work for everyone.

1

##### Check your assigned work

Know what you owe and when it is due.

2

##### Update task status

Keep the project view current without extra meetings.

3

##### Document blockers

Flag missing information, material, approvals, or access.

4

##### Attach evidence

Upload photos, files, approvals, or notes when work is complete.

**The system is only as accurate as the updates people put into it.**

The lesson turns tool navigation into four observable working habits.

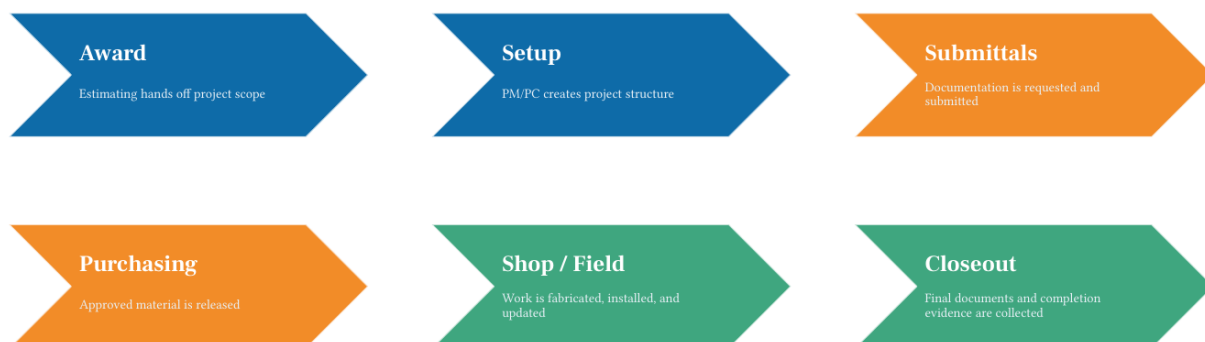
Anonymized excerpt from the original learning material. Employer identifiers are omitted.

## ClickUp training

Practice the project lifecycle

### Practice Activity: Follow One Mock Project

Employees should see the project as a shared workflow, not isolated tasks.



**Trainer prompt: “Where does your role enter this project, and what update would you be responsible for?”**

The trainer asks where each participant enters the project and what update they own.

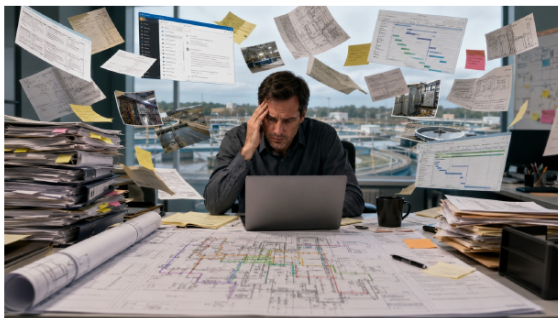
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## ClickUp training

Start with the problem

### The Current Friction: Work Gets Scattered

ClickUp should reduce the number of places employees have to hunt for project information.



- Verbal requests
- Emails without ownership
- Spreadsheets with no action owner
- Texts/photos not tied to the project
- Meetings that create no follow-up task
- Management cannot see true status

**Result: people work hard, but the system still depends on memory.**

The opening identifies scattered work and unclear ownership before introducing the tool.

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