FORM 4

UNITED STATES SECURITIES AND EXCHANGE COMMISSION

Check this box if no longer subject to Section 16. Form 4 or Form 5 obligations may continue. See Instruction 1(b).

STATEMENT OF CHANGES IN BENEFICIAL OWNERSHIP

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Filed pursuant to Section 16(a) of the Securities Exchange Act of 1934 or Section 30(h) of the Investment Company Act of 1940

| Name and Address of Reporting Person* Cohler Matt | | | | | | 2. Issuer Name and Ticker or Trading Symbol Asana, Inc. [ASAN] | | | | | | | | all app | tor | · | 10% | wner | |
|--|---|--|-------------|--|---|--|---------------|-------------------------------|-------------------|---|---------------|---|---|--|-------------------------|---|---|--|--|
| (Last) (First) (Middle) C/O BENCHMARK | | | | | 3. Date of Earliest Transaction (Month/Day/Year) 06/14/2021 | | | | | | | | | Office below | er (give title v) | e | Other below | (specify () | |
| 2965 WOODSIDE ROAD | | | | | 4. If Amendment, Date of Original Filed (Month/Day/Year) | | | | | | | | 6. Individual or Joint/Group Filing (Check Applicable Line) | | | | | | |
| (Street) WOODSIDE CA 94062 | | | | | | | | | | | | | X Form filed by One Reporting Person Form filed by More than One Reporting Person | | | | | | |
| (City) | City) (State) (Zip) | | | | | | | | | | | | | Perso | on . | | | | |
| Table I - Non-Derivative Securities Acquired, Disposed of, or Beneficially Owned | | | | | | | | | | | | | | | | | | | |
| Da | | | | 2. Transaction Date (Month/Day/Year) | | Execution Date, ar) if any | | | action (Instr. | 4. Securities Acquired (A) Disposed Of (D) (Instr. 3, 4 5) | | | | | es ally Following | 6. Ownership Form: Direct (D) or Indirect (I) (Instr. 4) | | 7. Nature of Indirect Beneficial Ownership | |
| | | | | | | | | Code | v | Amount | (A) or (D) | Price | т | ransaci Instr. 3 | ion(s) | | | (Instr. 4) | |
| Class A Common Stock 06/14/20 | | | | | 021 | 21 | | A | | 3,782(1) | A | \$0.0 | 0 | 3,782 | | I | D | | |
| Class A Common Stock | | | | | | | | | | | | | | 6 | 56 | I | D | | |
| Class A Common Stock | | | | | | | | | | | | | 10,7 | ′55 ⁽²⁾ | I | D | | | |
| Class A Common Stock | | | | | | | | | | | | | 397,892 | | | I | See footnote ⁽³⁾ | | |
| Class A Common Stock | | | | | | | | | | | | | | 3,151,616 | | I | | See footnote ⁽⁴⁾ | |
| | Table II - Derivative Securities Acquired, Disposed of, or Beneficially Owned (e.g., puts, calls, warrants, options, convertible securities) | | | | | | | | | | | | | | | | | | |
| 1. Title of Derivative Security (Instr. 3) | 2. Conversion or Exercise Price of Derivative Security 3. Transaction Date (Month/Day/Year) (Month/Day/Year) 3. Transaction Date Execution Date if any (Month/Day/Year) | | ition Date, | 4. Transaction Code (Instr. 8) | | 5. Numbe of Derivative Securities Acquired (A) or Disposed of (D) (Instr. 3, 4 and 5) | Expir (Mon | te Exer ation D th/Day/ | | 7. Title and Amount of Securities Underlying Derivative Security (Instr. 3 and 4) | | 8. Price of Derivative Security (Instr. 5) | | 9. Numbe derivative Securities Beneficia Owned Following Reported Transacti (Instr. 4) | e s lly | 10. Ownershi Form: Direct (D) or Indirec (I) (Instr. 4 | Beneficial Ownership t (Instr. 4) | | |
| | | | | | Code | v | (A) (D) | Date Exerc | cisable | Expiration Date | | Amount or Number of Shares | | | | | | | |

Explanation of Responses:

- 1. Represents the grant of Restricted Stock Units (RSUs). Each RSU represents a contingent right to receive one share of the Issuer's Class A Common Stock upon settlement. 100% of the RSUs will vest on the earlier of June 14, 2022 or the day of the next annual meeting of the stockholders, subject to the Reporting Person's continuous service through such date. Vested RSUs will settle into shares of Class A Common Stock on the earlier to occur of (i) June 14, 2024 and (ii) a change in control.
- 2. Each share is represented by an RSU. Each RSU represents a contingent right to receive one share of the Issuer's Class A Common Stock upon settlement. 100% of the RSUs will vest on September 18, 2021. Vested RSUs will settle into shares of Class A Common Stock on the earlier to occur of (i) September 18, 2023 and (ii) a change in control.
- 3. Shares owned directly by Matthew Cohler's trust entity.
- 4. Shares are held directly by Benchmark Capital Partners VI, L.P. (BCP VI) for itself and as nominee for Benchmark Founders' Fund VI, L.P. (BFF VI), Benchmark Founders' Fund VI-B, L.P. (BFF VI) B) and related individuals. Benchmark Capital Management Co. VI, L.L.C. (BCMC VI), the general partner of BCP VI, BFF VI and BFF VI-B, may be deemed to have sole voting and dispositive power over the securities. Matthew R. Cohler, a member of the Issuer's board of directors, Alexandre Balkanski, Bruce W. Dunlevie, Peter H. Fenton, J. William Gurley, Kevin R. Harvey, Robert C. Kagle, Mitchell H. Lasky and Steven M. Spurlock are the managing members of BCMC VI, and each of them may be deemed to share voting and dispositive power over the securities held by such entities. Each such person and entity disclaims the existence of a "group" and disclaims beneficial ownership of the securities, except to the extent of such person's or entity's pecuniary interest in such securities.

Remarks:

/s/ Katie Colendich, Attorneyin-Fact

06/16/2021

** Signature of Reporting Person

Reminder: Report on a separate line for each class of securities beneficially owned directly or indirectly.

- * If the form is filed by more than one reporting person, see Instruction 4 (b)(v).
- ** Intentional misstatements or omissions of facts constitute Federal Criminal Violations See 18 U.S.C. 1001 and 15 U.S.C. 78ff(a).

Note: File three copies of this Form, one of which must be manually signed. If space is insufficient, see Instruction 6 for procedure.

Persons who respond to the collection of information contained in this form are not required to respond unless the form displays a currently valid OMB Number.