Virtual Assistant Project — Email & Task Automation

Overview

This project focuses on automating email management and integrating with task management platforms. It prioritizes urgent emails, filters spam, drafts AI-based responses, and generates tasks automatically to streamline workflow efficiency.

Tools & Technologies

• Gmail API

• Microsoft Outlook

• Zapier

• Trello

• Asana

Workflow

1. Incoming emails are categorized by priority.

2. AI drafts responses for routine queries.

3. Important tasks are pushed to Trello/Asana.

4. Follow-ups are scheduled automatically.

5. Reports are generated weekly.

Expected Impact

This automation saves hours of manual email filtering, reduces repetitive tasks, and ensures that no important communication is overlooked. By integrating email workflows with task management tools, teams achieve higher productivity and improved organization.