Virtual Assistant Project 2 — Email & Task Automation

Overview: This project automates email management and integrates with task management platforms. It prioritizes urgent emails, filters spam, and generates tasks automatically.

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:

Saves hours of manual email filtering and ensures that no important communication is missed.