1. Abstract
2. Introduction

In the quick-paced digital age, people and organizations receive a barrage of emails every day, requireing the development of effective management techniques for this uncontrollable flow of data. The current initiative responds to this urgent requirement by concentrating on summarizing emails and painstakingly extracting the action items contained therein, acting as a key tool for efficient communication and job management.

This project's significance has many different facets. First and foremost, it significantly improves production and efficiency. The sheer volume of emails that are received every day makes it difficult for people to sort through each one, comprehend its contents, and determine the appropriate next steps. This process takes a lot of time and is cognitively taxing, which frequently results in decreased productivity and lost chances or deadlines. Users may rapidly understand the main points of each email and the associated action items by automating the summarizing and extraction process, enabling quick and well-informed judgments.

The concept also addresses the widespread problem of information overload. The abundance of knowledge available in the modern digital age can be overwhelming, resulting in indecision and elevated stress levels. Users may easily browse through their emails by providing concise summaries and unambiguous identification of action items, allowing them to concentrate on important tasks without being distracted by unimportant details. This simplified method not only promotes a sense of control but also helps with mental health.

This project is being driven by a variety of strong reasons. Effective business operations are the same thing as efficient email management in a professional setting. Organizations thrive on short, unambiguous communication, with emails serving as the main medium of exchange. Employees are given the tools to respond proactively to business needs by being able to automatically summarize emails and extract action items, which improves the organization's agility and responsiveness in a cutthroat market. Senior executives and managers who manage a large volume of emails need a tool that helps them prioritize and organize their responsibilities properly, therefore this function is very important to them.

Additionally, the initiative provides important assistance in the area of personal productivity. Having a technology that makes managing email easier is a game-changer for anyone trying to balance multiple obligations, including business and personal life. It enables users to use their time wisely, concentrating on tasks that are actually important while avoiding the temptation of getting caught up in the web of never-ending emails.

1. Related Work
2. Methodology
3. Experimental Setup
   1. Dataset Description
   2. Evaluation Metrics
   3. Implementation details
4. Conclusion