

Task Prioritization Agent

Enter your tasks (one per line):

Okay, here's my brain dump for the week:

- I have to finish the Q2 sales report, the deadline is tomorrow EOD. My boss said this is critical.
- Need to book a flight for the conference in Austin next month.
- The team is waiting for me to review the new UI mockups for the Project Phoenix. It's not due soon but it's blocking them.
- I should probably start drafting the presentation for the all-hands meeting in 3 weeks.
- Oh, and my laptop is running slow. I need to file an IT support ticket.

Optional context (e.g. company OKRs):

Q2 Company OKRs (Objectives and Key Results)

****Objective 1: Accelerate Product Velocity****

- KR 1.1: Launch Project Phoenix to beta users by the end of the quarter.
- KR 1.2: Reduce bug report backlog by 25%

Prioritize Tasks

Prioritized Tasks

#	Priority	Task	Effort	Reasoning
1	High	Finish the Q2 sales report	High	This task is critical due to its immediate deadline (tomorrow EOD) and direct relevance to achieving Q2 revenue goals (KR 2.1: Achieve 15% increase in Q2 sales). Completing it promptly is essential for reporting and strategic decision-making.
2	High	Review the new UI mockups for Project Phoenix	Medium	This task is blocking the progress of your team on Project Phoenix, which is a key result for accelerating product velocity (KR 1.1: Launch Project Phoenix to beta users by the end of the quarter). Unblocking them is crucial for meeting this objective.
3	Medium	Reply to Jane's email about the budget	Low	Responding to budget-related emails is important for maintaining operational efficiency and ensuring resources are allocated correctly (KR 3.1).

#	Priority	Task	Effort	Reasoning
				Addressing this promptly can prevent potential delays or issues.
4	Medium	File an IT support ticket	Low	A slow laptop directly impacts your productivity and overall operational efficiency (KR 3.1). Filing an IT ticket is a quick task that will improve your ability to work effectively.
5	Low	Book a flight for the conference in Austin next month	Low	While important for upcoming travel, booking a flight for next month has a longer lead time and does not directly impact immediate Q2 OKRs. It's a quick administrative task that can be done once higher priority items are addressed.
6	Low	Start drafting the presentation for the all-hands meeting in 3 weeks	High	This task has the longest deadline (3 weeks) and does not directly contribute to immediate Q2 OKR progression. It can be started later or broken down into smaller chunks as time allows.