

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):

e.g. Company OKRs, deadlines, etc.

Prioritize Tasks

Prioritized Tasks

#	Priority	Task	Effort	Reasoning
1	Highest	Finish the Q2 sales report	Significant	This task has the most immediate and critical deadline (tomorrow EOD) and has been explicitly stated as "critical" by your boss. It should be your absolute top priority.
2	High	Review the new UI mockups for the Project Phoenix	Significant	Although not due soon, this task is currently blocking your team's progress on Project Phoenix. Unblocking your team is crucial for overall project momentum.
3	Medium	Reply to Jane's email about the budget	Low to Medium	Responding to budget emails is generally important and can often be a quick win that unblocks others or provides necessary information.
4	Medium	File an IT support ticket for slow	Low	A slow laptop impacts your overall productivity. Filing an IT ticket is

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		laptop		usually a quick task that can lead to significant improvements in your efficiency once resolved.
5	Medium	Book a flight for the conference in Austin next month	Low	While the conference is next month, booking flights sooner rather than later can secure better prices and availability. It's a quick task to get off your plate.
6	Low	Start drafting the presentation for the all-hands meeting	Significant	You have three weeks until the all-hands meeting, which provides ample time to draft the presentation. This can be tackled after the more urgent and blocking tasks are addressed.