We need to come up with a name for the product/system

Task management planning AI
Scattered info across different channels
Connect multiple sources of communications to ai
AI then looks at all the sources and prioritizes and plans your day and meetings.

Real time alerts

1) Competitive analysis document - WHY
2) Scope document - product vision - mvp and version 1 - roadmap - WHAT
3) PRD - unique value proposition - until version 1.1 - low fidelity wireframes - HOW

Product: The system has access to a user's communication channels (gmail, slack, whatsapp, messages, etc.). As the user communicates with others the system automatically consolidates data (like events, meetings, etc.) and then looks at all the sources and prioritizes them and plans the users' day and meetings and syncs them to his calendar, maybe notifies him.

The system is designed to reduce stress and increase productivity by moving all tasks, ideas, and commitments out of one's mind and into an external, trusted system. This allows individuals to focus on the task at hand without mental clutter, achieving a state described as "mind like water".

Capture, Clarify, Organize, Reflect, and Engage.
Each stage involves specific actions, such as
Capturing everything that has the users' attention,
Clarifying whether items are actionable,
Organizing them into appropriate lists based on context or next steps,
Reflecting regularly through a weekly review,
And finally Engaging with tasks based on available time, energy, and context.

The methodology emphasizes that mental blocks arise from insufficient front-end planning, and by externalizing information, individuals gain control and perspective over their responsibilities.

Personalization through preference - daily segments/weekly segments/ monthly/yearly for future -> Time blocking is a productivity technique for personal time management where a period of time—typically a day or week—is divided into smaller segments or blocks, each dedicated to a specific task or activity.

It integrates the function of a calendar with that of a to-do list, helping users focus on one task at a time and avoid unproductive multitasking. By scheduling every part of the day, including work, breaks, meals, and personal time, individuals can create a structured plan that enhances focus and reduces distractions. This method is based on a single-tasking mindset and has been shown to increase productivity, with one study finding that professionals who time block accomplish 53% more tasks than those who do not. Notable users include Benjamin Franklin, Jack Dorsey, Marc Andreessen, Cal Newport, and Bill Gates, who all utilize time blocking to manage their schedules effectively.

Automatic prioritization is a powerful feature in modern productivity and security tools, enabling users to focus on the most critical tasks or vulnerabilities without manual intervention. Platforms like Reclaim.ai use AI-driven systems to automatically schedule tasks based on priority levels—Critical (P1), High (P2), Medium (P3), and Low (P4)—ensuring that higher-priority items are scheduled first, even over lower-priority tasks and habits. This system integrates with project management tools like Asana, ClickUp, Todoist, Linear, and Jira, automatically mapping priority levels from the source app to Reclaim's scheduling engine. For tasks synced from Asana, users can adjust priority directly in Reclaim, even if the original app limits editing to paid plans.

In addition to priority-based scheduling, Reclaim offers an "Up Next" feature that overrides standard priority rules, allowing users to instantly elevate specific tasks for immediate scheduling, ensuring top-priority items are addressed first. This capability is especially useful for maintaining focus on urgent deliverables while preserving flexibility for collaboration. Similarly, tools like Motion automate workload prioritization by intelligently sorting tasks based on urgency and importance, reducing the cognitive load of decision-making and enabling users to focus on execution rather than planning.

Automate workload prioritization by intelligently sorting tasks based on urgency and importance, reducing the cognitive load of decision-making and enabling users to focus on execution rather than planning.

Features for normal users, professionals - based on usecase.

Security is a big concern - Depends on how good the AI is (if it can properly recognise a trigger event)
- We could have an AI analysing the context in chats (no data is sent to our system), if a trigger event ("Hey can we meet today at 2?", "when is the meeting with the manager? " follow up -> "3pm Monday", " ") is activated, then capture only that events' details and send it to the system.
- Filter for spam messages.

- Prioritization algorithm must be solid.
- Instead of giving access to all the chats/threads, we can ask the user to configure which chats/threads can be accessed by the system - makes the user feel more secure - easy add chat/thread option for the future
- Option for user to configure channels/apps for access
- Securing interests/contracts/permissions with channels/apps - email, calendar is easy, options are available. - if this is a problem we can also go for screen capture options
- We could add sentiment analysis based on users mood to give some motivation - because even if we have a perfect day planned - there are days where we are feeling low - Future enhancement

Rose asked me if I was going to use AI, if so which - I was like I will use my brain - We could say "Yes Rose ofcourse we used AI, in fact our system uses AI - so we should be smarter" in the presentation.

Competitive Analysis is easy - Gpt almost got it, we may have to dig a bit more - Uncovering unique insights will make us stand out, look at more competitors.
[📄 Competitive Analysis for ?]

Scope
[📄 Scope Doc for ?]
Functional Requirements:
1. Connect to multiple platforms: Email, Slack, PM tools.
2. Automatically extract tasks using AI
3. Prioritize tasks based on urgency, deadline and user behavior
4. Send alerts for deadlines or any priority changes
5. Customizable task categories
6. Basic collaborations to share tasks and assign it to team members.

Non Functional Requirements:
1. Mobile and Desktop accessible
2. Scalable to large organizations for instance: 100+ tasks per user to schedule
3. Faster refresh to load and update

PRD
[📄 PRD for ?]
#check out some edits made to the above doc