

To-Do List

Date: 20/01/2025

Priority: 1

Task: Please complete the budget report by EOD today.

Email Sender: projectlead@example.com

Email Subject: Urgent: Complete the budget report

Priority: 1

Task: The production server is down.

Email Sender: it_support@example.com

Email Subject: Alert: Fix the server issue

Priority: 2

Task: Update the project plan with the latest milestones and share

Email Sender: teamlead@example.net

Email Subject: Important: Update the project plan

Priority: 3

Task: Join the team meeting tomorrow at 10 AM.

Email Sender: hrmanager@example.org

Email Subject: Reminder: Team meeting

Priority: 3

Task: Ensure all expense reports are submitted by the end of

Email Sender: financehead@example.com

Email Subject: Reminder: Submit the expense reports

Priority: 5

Task: Send the updated proposal to the client by next week.

Email Sender: accountmanager@example.com

Email Subject: Follow-up: Send the client proposal

Priority: 5

Task: Review the performance metrics for the last quarter and prepare

Email Sender: adminoffice@example.com

Email Subject: Task: Review the quarterly performance

Priority: 5

Task: Coordinate with the vendor and schedule a meeting next week.

Email Sender: eventcoordinator@example.com

Email Subject: Request: Schedule a meeting with the vendor

Priority: 5

Task: Work on the slides for the upcoming client presentation.

Email Sender: trainingdept@example.org

Email Subject: Note: Prepare for the client presentation

Priority: 5

Task: Plan and organize the team outing for next month.

Email Sender: marketinglead@example.com

Email Subject: Task: Organize the team outing
