



Variables Defined:

Frequency: % of thoughts/action items within the same project or inbox that share hash tags or signal keywords

Urgency: set of signal keywords that reflect urgency

Trajectory: getting better or worse with no action? (user input)

Resource availability: Check existing action items, and teammate action items

Requires at least 5 thoughts/action items, else assign value of 1
Frequency values are:
1 (0-25%)
2 (26-50%)
3 (51-75%)
4 (76-100%)

Keywords, Key phrases:
In Brief or Detail sections
Must have, Due Today, Due Tomorrow, Due This Week, By Today, By Tomorrow, By EOB, By End of Business Today, End of Business Tomorrow, EOB Tomorrow, Please Review, Please Confirm, Please Respond, Respond, Confirm, Review, Urgent, Critical, Response required
Urgency values are:
1 (0 keywords)
2 (1 keyword)
3 (2 keywords)
4 (more than 2 keywords)

User input to question "Would this resolve itself in a positive outcome if you did nothing?"
0 (Yes)
1 (No)

Checking user's action item workload over next 7 days

If Thought is private:
-check against ALL of user's action item workload over next 7 days

If Thought is associated with a project:
-check against ALL of user's action item workload over next 7 days
-check against action item workload ON THAT SPECIFIC PROJECT for teammates over next 7 days

Calculate user's task completion average (TCA) (# of hours with outstanding tasks/# completed tasks = ave. hours to complete a generic task) and compare with tasks upcoming over next 56 hours to determine availability

1 (56 - TCA < 0)
2 (56 - TCA > 0 but < TCA)
3 (56 - TCA > 0 and >TCA)

