Solution

# Mastering Intelligent Input

**Solution: Mastering Intelligent Input**

A lot of professionals praise intelligent input, once mastered, for saving them minutes across their day especially for processing important tasks during meetings and when you are out and about.

**These are the worked input examples:**

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| **TASKS**  | **INTELLIGENT INPUT**  |
| *Plan New Work Event* * *For next Tuesday at 4pm*
* *For PROJECT: Conference*
* *Medium level priority*
 | Plan New Work Event tues at 4pm #conference p2  |
| *Clean Bathroom* * *Every Friday at 3:30pm*
* *For PROJECT: Home*
* *Low level priority*
 | Clean bathroom every Friday at 3:30pm #home p3  |
| *Review new Dyson hoover* * *For tomorrow at 6pm*
* *For PROJECT: Amazon*
* *High level priority*
 |  Review new Dyson hoover tom at 6pm #amazon p1  |

**Remember:**

* Practice regularly to master using intelligent input
* First master the use of dates, projects and priorities