Exercise

# Mastering Intelligent Input

**Task: Mastering Intelligent Input**

Todoist uses an advanced form of smart-date parsing to allow you to add short-hand for due dates, priority levels and add projects, all using your keyboard. Once mastered, you can save vast amounts of time by quickly adding tasks to your projects.

**Your task is to translate these tasks into intelligent input format**

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| **TASKS**  | **INTELLIGENT INPUT**  |
| *Plan New Work Event* * *For next Tuesday at 4pm*
* *For PROJECT: Conference*
* *Medium level priority*
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| *Clean Bathroom* * *Every Friday at 3:30pm*
* *For PROJECT: Home*
* *Low level priority*
 |  |
| *Review new Dyson hoover* * *For tomorrow at 6pm*
* *For PROJECT: Amazon*
* *High level priority*
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**Remember:**

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