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* |  |
| *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* |  |

**Remember:**

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