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