

# TaskFriend Task Database

## What is TaskFriend?

TaskFriend is a helpful AI-assistant that helps with managing your daily tasks, and provides advice on time management and project scheduling.

## What are tasks?

Tasks are the smallest denomination of work you can achieve in TaskFriend. You can set tasks, type, due dates, status, and notes. This gives you full insight into your life and priorities, helping you better manage your time.

## Tasks

ID	Task	Type	Due	Status	Notes
01	Finalize Q3 OKRs by 3pm	One-off	Today	Pending	Collaborate with department heads to align on measurable objectives, lay out solid plan to achieve objectives and assign responsibility to team members.
02	Prepare presentation for client review	One-off	This Week	Pending	Focus on deliverables from Q2, highlight success metrics, and outline next steps. Obtain client feedback on presentation and tweak direction based on

					client preferences.
03	Onboard new team member	One-off	Today	Done	<p>Schedule intro meetings with team members, send welcome email with onboarding checklist, assign mentor for first 30 days.</p> <p>Karen was assigned to be the mentor for the new team member.</p>
04	Review team feedback survey results	One-off	This Week	Pending	Analyze anonymous feedback from recent engagement survey and identify top 3 pain points and 2 strengths.

05	Update Project Phoenix roadmap	One-off	Today	Pending	Sync with project leads to reflect latest timelines, milestones, and resource allocations, taking into account the latest changes to supply-chain disruptions.
06	Schedule 1:1s with team	One-off	This Month	Pending	Book 30-minute slots via calendar invite with each team member over the next 4 weeks, focus agenda on career paths, workload balance, and feedback.
07	Call bank regarding home loan	One-off	This Week	Pending	Contact customer service to

					inquire about refinancing options, and compare current interest rate with market rates, inquire about early repayment penalties and eligibility for better terms based on current market conditions.
08	Weekly report: Project Phoenix	Recurring	This Week	Started	Compile progress on deliverables, blockers, and resource usage, share report with stakeholders via DingTalk every Friday EOD.
09	Develop 3-year plan	One-off	This Year	Pending	Based on company strategy shifts and market

					trends, draft a long-term vision for the team, and resent draft at annual planning retreat.
10	Write thank-you letter to penpal in Korea	One-off	Today	Started	Thank penpal in Korea for the help they provided when you needed advice on planning a trip to Norway, and remember to ask them about their newborn son, Edwin.

