

Never Drop the Ball: Hedy's Automatic To-Do Tracking

Discover Hedy's automatic to-do tracking that extracts action items from meetings using AI. Never miss commitments again with intelligent task detection and seamless productivity integration.

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[Read this article online: https://www.hedy.ai/post/smart-todo-ai-tracking-meetings/](https://www.hedy.ai/post/smart-todo-ai-tracking-meetings/)



Smiling man looking at an orange iPhone next to his MacBook laptop by a window

The Problem Every Professional Knows

We've all been there: walking out of an important meeting with a head full of great ideas and a vague sense that something important was decided, but struggling to remember exactly what you committed to doing. By the time you sit down to follow up, the details are fuzzy, deadlines are unclear, and that crucial action item your colleague mentioned? It's lost somewhere between "I think Sarah said she'd handle that" and "wait, was I supposed to do that?"

The Solution You've Been Waiting For

Hedy's Automatic To-Do Tracking ensures that never happens again. Our AI continuously monitors your conversations, automatically identifying and extracting action items as they emerge naturally in discussion. No more frantic note-taking, no more forgotten commitments, no more wondering if you missed something important.

How It Works

Intelligent Recognition

While you focus on the conversation, Hedy's AI works behind the scenes to identify actionable items:

- Explicit Commitments : "I'll send you the report by Friday"
- Assigned Tasks : "Sarah, can you follow up with the client?"
- Implied Actions : "We should probably check with legal before proceeding"
- Deadlines & Timelines : "Let's have this ready for the board meeting next month"

Smart Organization

Every captured to-do item includes:

- Clear, actionable descriptions
- Automatic assignee detection
- Todoist-compatible due dates when mentioned
- Session context for easy reference
- Direct links back to the original conversation

Seamless Management

Once captured, you have complete control:

- Edit Descriptions : Clarify or expand on automatically generated tasks
- Mark Complete : Check off finished items with satisfaction
- Delete Irrelevant : Remove tasks that are no longer needed
- Export Everywhere : Send to your favorite task management tool via Zapier

The screenshot displays a meeting summary and action items. It is organized into three main sections: 'Summary', 'Your To-Dos', and 'Detailed Notes'. The 'Summary' section includes a brief overview, key points, and action items. The 'Your To-Dos' section lists two tasks with checkboxes and a plus icon for each. The 'Detailed Notes' section contains a title, a sub-heading, and a list of core questions/problems explored.

Summary:

The team tested the performance of Hedy AI's smart meeting coach software on Android 14 with a large model, focusing on its ability to run and transcribe in the background.

Key Points:

- The large model on Android 14 is running slow, but it is working
- The app successfully continued transcribing when switched to the background
- The test confirmed that the app remains functional in the background on Android 14 with a large model

Action Items:

- Consider optimizing the app's performance for large models on Android 14
- Verify if the slow performance is specific to this test or a consistent issue

Your To-Dos:

- Document the findings of this test
- Explore potential optimizations for large models on Android 14

Detailed Notes:

Testing Hedy AI Smart Meeting Coach on Android 14 with Large Model

Core Questions/Problems Explored

- Will the Hedy AI smart meeting coach software run on Android 14 with a large model?
- Will the software continue to transcribe when the app is in the background?

Example meeting with automatic to-do items generated by Hedy's AI

Perfect For Every Professional Context

Business Meetings

Transform chaotic discussions into organized action plans. Whether you're in a strategy session, client call, or team standup, walk away with a clear list of who's doing what by when.

"I used to spend 15 minutes after every meeting trying to reconstruct what we decided. Now Hedy captures everything automatically, and I can focus on the actual conversation instead of playing secretary." - Marketing Director

Project Management

Keep complex projects on track by automatically capturing action items across multiple sessions. Hedy understands project continuity and can track evolving responsibilities over time.

Client Consultations

Never miss a client request or internal follow-up item. Hedy ensures every commitment made during client interactions is captured and tracked, helping you deliver exceptional service consistently.

Academic & Research Settings

From thesis committee meetings to research collaborations, ensure every next step is documented and actionable. Perfect for students and faculty managing complex, long-term projects.

Integrated Into Your Workflow

Native Task Management

View and manage all your to-dos directly within Hedy:

- Organized by session
- Clear completion tracking

Universal Export

Connect Hedy to your existing productivity ecosystem via Zapier:

- Todoist : Due dates formatted for seamless import
- Asana : Automatic project task creation
- Slack : Team notifications for shared action items
- Email : Send task summaries to stakeholders
- Custom Integrations : Use our API for specialized workflows

Cross-Device Sync

Access your to-dos everywhere:

- Mobile app for on-the-go updates
- Desktop for comprehensive project management
- Web interface for quick reference during virtual meetings

The Competitive Edge

While Others Take Notes, You Take Action

Traditional meeting tools give you transcripts and summaries. Hedy gives you a clear path forward. Every conversation becomes a launchpad for meaningful progress rather than just another item in your digital pile.

Accuracy That Matters

Our AI doesn't just identify keywords—it understands context, relationships, and implied commitments. The difference between "we should consider expanding the team" and "we will hire two new developers by Q2" is crucial, and Hedy gets it right.

Privacy-First Intelligence

Your action items and commitments are sensitive information. Hedy processes everything securely (<https://help.hedy.bot/en/articles/10377543-data-privacy-overview>) , giving you the intelligence you need while maintaining the confidentiality your work demands.

Real-World Impact

For Teams : Shared accountability becomes automatic. Everyone leaves meetings with the same understanding of who's responsible for what.

For Leaders : Ensure your strategic initiatives don't get lost in the day-to-day chaos. Track progress across multiple projects and conversations effortlessly.

For Individual Contributors : Never again worry about missing an important commitment or deadline. Focus on doing great work instead of remembering what work needs to be done.

Getting Started

Automatic To-Do Tracking is included with your Hedy subscription and works across all session types. Simply:

1. Start Your Session : Hedy begins identifying action items immediately
2. Engage Naturally : No special commands or keywords needed
3. Review & Organize : Check your automatically generated to-do list after the session
4. Export & Execute : Send tasks to your preferred management system and get to work

The Bottom Line

In a world where great ideas die in the gap between conversation and action, Hedy's Automatic To-Do Tracking ensures your best insights become your biggest accomplishments. Stop dropping the ball—start making every conversation count.

Hedy AI · Live AI Coaching for Important Conversations

[Try Hedy free: https://www.hedy.ai/downloads/](https://www.hedy.ai/downloads/)

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