

# My Actions

My Actions guide section. Content owner: Trang.

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# My Actions Overview

## My Actions

My Actions is your prioritized to-do list, built from your latest AI visibility scan.

**Generate All Tickets** — click this to have AI review your latest Technical Brand Audit, Perception Mirror, Coverage Analysis, and Competitor Map data, and automatically create a full batch of prioritized tasks in one pass (takes roughly 30–90 seconds).

**Create Ticket** — to add a task manually, click **Create Ticket** and fill in:

- **Title** (required)
- **Description** — details, context, acceptance criteria
- **Priority** — High, Medium, or Low
- **Stage** — which column the ticket starts in

**Tracking progress** — tickets move through four stages: **Approval ? In Progress ? Testing ? Finished**. Drag a card between columns as work progresses, or open it to update its stage directly.

Each ticket shows a category tag (e.g. Readability, Multi-Source, Perception), a priority badge, and when it was created — so you can quickly see what needs attention first.