

# Telegram Task Bot Commands Cheat Sheet

A copy/paste command list to capture tasks, assign owners, set due dates, and get reminders - designed for fast daily use.

**Important:** This sheet uses **placeholders** for commands. Replace command names (e.g., `/[CREATE_TASK]`) with your actual Corcava Telegram bot commands from your docs/config.

## Quick links

Template URL: <https://corcava.com/templates/chat-ops/telegram-task-bot-commands>

Run Projects From Chat Playbook: <https://corcava.com/templates/chat-ops/run-projects-from-chat-playbook>

Slack ↔ Telegram Integration Checklist: <https://corcava.com/templates/chat-ops/slack-telegram-integration-checklist>

## When to use this

Use this sheet when you want task capture and follow-up to happen in the same place your team already talks. The goal is fewer missed handoffs, faster assignment, and lightweight reminders without creating noise.

## Team conventions (5 minutes)

- Pick a consistent way to name work (e.g., verb + object: “Draft homepage copy”).
- Use one tag for the project (e.g., #AcmeWebsite) and one owner mention (e.g., @alex).
- Decide how due dates work (absolute date vs relative like “in 2d”).
- Define what gets announced to a group chat vs stays in a DM.

# Cheat sheet

Formats below show intent and parameters. Swap in your actual command names.

## Task capture

Action	Command (placeholder)	Example (copy/paste format)
Create task	/[CREATE_TASK] [title] [#project] [@owner]	/[CREATE_TASK] Draft homepage copy #AcmeWebsite @alex
Create task + note	/[CREATE_TASK] [title] :: [note]	/[CREATE_TASK] Review wireframes :: focus on mobile nav
Add link	/[ADD_LINK] [task_id] [url]	/[ADD_LINK] 128 https://figma.com/file/...

## Assign and triage

Action	Command (placeholder)	Example (copy/paste format)
Assign owner	/[ASSIGN] [task_id] [@owner]	/[ASSIGN] 128 @alex
Change owner	/[REASSIGN] [task_id] [@owner]	/[REASSIGN] 128 @maria
Set priority	/[PRIORITY] [task_id] [low med high]	/[PRIORITY] 128 high

## Due dates

Action	Command (placeholder)	Example (copy/paste format)
Set due date	/[DUE] [task_id] YYYY-MM-DD	/[DUE] 128 2026-01-15
Set due time	/[DUE_AT] [task_id] YYYY-MM-DD HH:MM	/[DUE_AT] 128 2026-01-15 16:00
Clear due date	/[CLEAR_DUE] [task_id]	/[CLEAR_DUE] 128

## Cheat sheet (continued)

### Reminders

Action	Command (placeholder)	Example (copy/paste format)
Remind later	<code>/[REMINDE_IN] [task_id] [time]</code>	<code>/[REMINDE_IN] 128 2d</code>
Remind at time	<code>/[REMINDE_AT] [task_id] YYYY-MM-DD HH:MM</code>	<code>/[REMINDE_AT] 128 2026-01-14 09:30</code>
Snooze	<code>/[SNOOZE] [task_id] [time]</code>	<code>/[SNOOZE] 128 4h</code>

### Status and notes

Action	Command (placeholder)	Example (copy/paste format)
Mark done	<code>/[DONE] [task_id]</code>	<code>/[DONE] 128</code>
Reopen	<code>/[REOPEN] [task_id]</code>	<code>/[REOPEN] 128</code>
Add comment	<code>/[COMMENT] [task_id] [text]</code>	<code>/[COMMENT] 128 waiting on client copy</code>

### Lists and search

Action	Command (placeholder)	Example (copy/paste format)
List my tasks	<code>/[LIST] @me [filters]</code>	<code>/[LIST] @me #AcmeWebsite due:week</code>
List project tasks	<code>/[LIST] #project [filters]</code>	<code>/[LIST] #AcmeWebsite status:open</code>
Search	<code>/[SEARCH] [keywords]</code>	<code>/[SEARCH] wireframes mobile nav</code>

### Good defaults

- **Keep chats quiet:** announce only assignments + due dates in group chats; keep notes and edits in DMs.
- **Use one project tag:** makes lists/search reliable (and easier to review weekly).
- **Escalate intentionally:** if a task is overdue, route it to a single escalation channel - not everywhere.