STARTER KIT / AGENT

First Agent *Starter Kit*

The Make setup checklist, the sorting prompt and the drafting prompt, word for word.

THE ONE JOB

It does not need to be smart. It needs to be working. One agent with one job. It reads every new email, sorts it into 3 piles and drafts replies to the urgent ones.

- [ ] **URGENT:** A real person is waiting on you today. The agent drafts a reply.
- [ ] **NORMAL:** Read it this week. The agent adds a label.
- [ ] **IGNORE:** Newsletters, receipts, automatic notices. Left alone.

WHAT YOU NEED

- [ ] **Gmail.** The inbox it watches.
- [ ] **Make.** The Free plan includes 1,000 credits a month and 2 active scenarios. A scenario is one workflow.
- [ ] **Make AI Toolkit.** The brain. On the Free plan it runs on Make's own AI provider, no API key.

Want your own ChatGPT or Claude key plugged in? That needs a paid Make plan.

SAFE It never sends anything. You approve every draft.

Connect the inbox, add the *sorting brain*

STEP 1 OF 5: CONNECT THE INBOX

- [ ] In Make, create a new scenario.
- [ ] Add Gmail, **Watch emails**. Create a connection and sign in with Google.
- [ ] Folder: **Inbox**. Criteria: **Only unread emails**.

Personal Gmail account? Make asks you to reconnect it every 6 months. Put a reminder in your calendar now.

STEP 2 OF 5: THE SORTING PROMPT

- [ ] Add **Make AI Toolkit, Simple Text Prompt**.
- [ ] Paste this and map the email text into [EMAIL].

`BACKGROUND:` I run a small business. A new email came in: [EMAIL]
`ROLE:` You are my inbox assistant.
`INSTRUCTIONS:` Label it URGENT, NORMAL or IGNORE. URGENT means a real person needs my answer today. IGNORE means newsletters, receipts and automatic notices.
`EXAMPLE:` A customer asking if I can come Friday is URGENT.
`FINAL OUTPUT:` The label first, then one short line on why.



Split it into 3 roads, then *write the draft*

STEP 3 OF 5: THE ROUTER

- [ ] Add a **Router** after the AI step. Routers use no credits.
- [ ] Set a filter on each road: the AI answer **Starts with** the label.
- [ ] **URGENT:** goes on to the drafting step.
- [ ] **NORMAL:** Gmail, **Update email labels**. Add a label like This week.
- [ ] **IGNORE:** no road needed. It stays put.

STEP 4 OF 5: THE DRAFTING PROMPT

- [ ] On the URGENT road, add one more **Simple Text Prompt**.

`BACKGROUND:` This email needs my answer today: [EMAIL]
`ROLE:` You write replies in my voice: short, warm, direct.
`INSTRUCTIONS:` Answer what they asked. If you do not know a detail, write [CHECK] so I fill it in. Never promise dates or prices.
`EXAMPLE:` [Paste one reply you sent last week.]
`FINAL OUTPUT:` The reply text only.

Drafts only, then *test it*

STEP 5 OF 5: SAVE IT AS A DRAFT

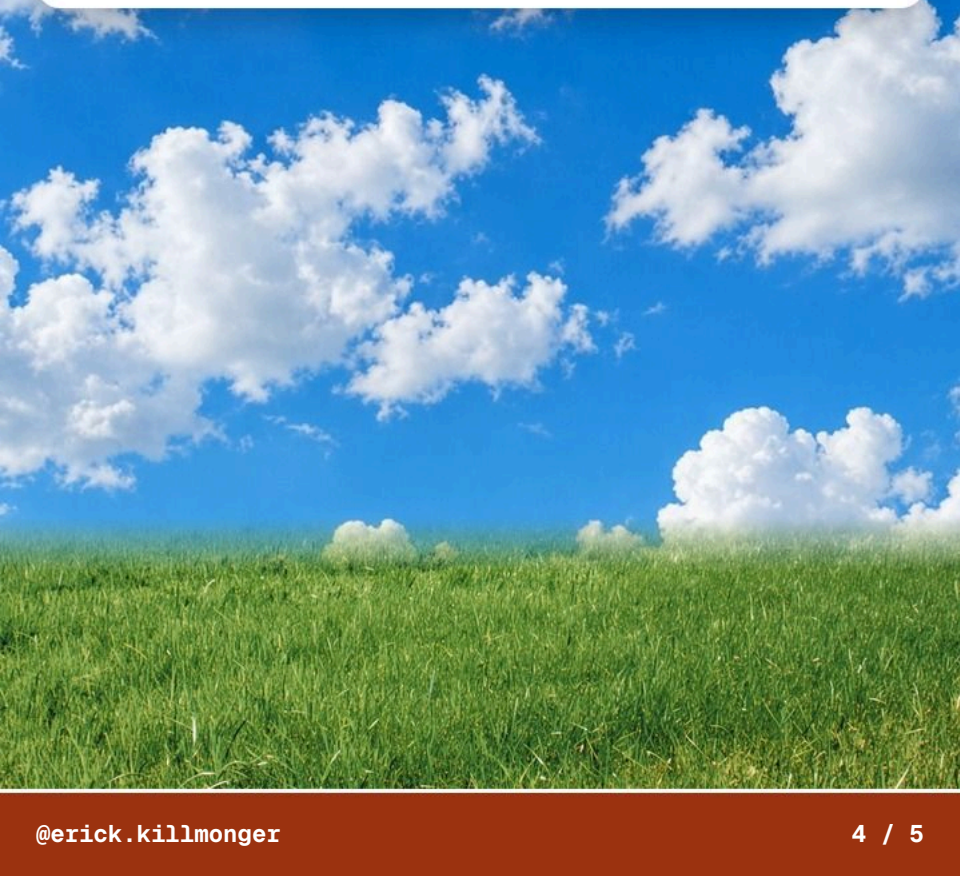
- [ ] Add Gmail, **Create a draft email.**
- [ ] **To:** the sender's address
- [ ] **Subject:** Re: plus their subject
- [ ] **Body:** the AI reply
- [ ] **Thread ID:** the original email, so the draft sits inside the conversation

RULE Drafts only. Never add a send step. That one rule is what makes it safe to leave running.

TONIGHT'S TEST

- [ ] Send yourself 3 emails: an urgent question, a newsletter, a boring update.
- [ ] Click **Run once**. Check where each one landed.
- [ ] Wrong pile? Fix the sorting prompt in plain words.

Example fix: Receipts from my bank are NORMAL, not IGNORE.



Set the schedule before you *switch it on*

THE CREDIT MATH

- [ ] Every check of your inbox costs 1 credit, even when nothing new arrived.
- [ ] **Every 15 minutes:** 96 checks a day, about 2,880 credits a month. Almost 3 times the Free plan.
- [ ] **Every 2 hours:** 12 checks a day, about 360 a month. That stays inside the Free plan's 1,000 credits a month, with room left for the emails.

SET Check every 2 hours. Each email then uses a few more credits for its steps and AI.

TIP: REFINE THE PROMPTS FIRST

Before you paste them into Make, open ChatGPT or Claude, paste either prompt with your business details and ask it to tighten the wording. End your request with:

> **Ask me any questions you need answered before you start.**

Leave that line out of the prompts inside Make. They run on their own, with no one there to answer.

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https://www.skool.com/momentum-ai/about