

Morning Brief *Setup*

A copy-paste prompt and a setup checklist for an AI brief that reads your calendar, email and tasks and hands you one short page.

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HOW IT WORKS

Connect your calendar first, then your email. Add your task list once you trust the brief. Write the prompt once, schedule it for weekdays, read it for a week, then cut what you skip.

Copy this *once*

COPY, FILL THE BRACKETS, PASTE

- B Background:** I start work at [your start time]. My day is meetings, email and a task list.
- R Role:** Act as my chief of staff.
- I Instructions:** Read my calendar, my email from the last 24 hours and my task list. Build today's brief in four sections, in this order:
- 1 Today's meetings, with the time, who is attending, and one line on what I need to bring.
 - 2 Emails from the last 24 hours that need a reply from me, most urgent first.
 - 3 Tasks due today.
 - 4 One thing I am likely to forget.
- E Examples:** "10:00 call with Dana. Bring the revised numbers she asked for on Thursday."
- F Final output:** One page, under 300 words, short bullets, in that order. Skip any section that is empty. No preamble.

Ask me any questions you need answered before you start.

BEFORE YOU SCHEDULE IT

Run it once in a normal chat and answer its questions. Then paste the final version, with your answers built in, into the scheduled task. **A scheduled run has nobody there to answer questions.**

Before you *start*

PICK YOUR APP

- ☐ **Claude:** Scheduled, then New task. Paid plans.
- ☐ **ChatGPT:** Scheduled in the sidebar. Without a paid plan it runs at most once a day, in a window like morning. Paid plans pick an exact time.

CONNECT

- ☐ Your calendar. Claude: Customize, then Connectors, Google Calendar. ChatGPT: Settings, then Apps.
- ☐ Your email (Gmail connector).
- ☐ Leave your task list for week two.

Sources: OpenAI Help, Scheduled tasks in ChatGPT; Claude Help, Schedule recurring tasks; Claude Google connector docs. Full links on page 6.

Build *it*

SET IT UP ONCE

- ☐ Fill in your start time in the Background line.
- ☐ Run the prompt once in a normal chat and answer its questions.
- ☐ Paste the final prompt into a new scheduled task.
- ☐ Set it to weekdays, timed to land before you start work (for example 7:00 AM).
- ☐ Turn on notifications so you see it land.

Read it, then *cut*

WEEK ONE

- ☐ Read it every morning before you open email.
- ☐ Note the section you skip.
- ☐ At the end of the week, delete that section from the prompt.
- ☐ Add your task list once you trust the brief.

FIX IT WHEN IT IS WRONG

- ☐ Tell it what to fix in plain words, then update the prompt.
- ☐ Too long: lower the word cap.
- ☐ Too vague: add one more example line.

Where the steps come *from*

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Captain Time, AI Daily Brief: Meetings, Emails and Tasks With Your Morning Coffee (method and the Dana example): captaintime.com/ai-daily-brief-meetings-emails-tasks-with-your-morning-coffee

OpenAI Help Center, Scheduled tasks in ChatGPT: help.openai.com/en/articles/10291617-tasks-in-chatgpt

Claude Help Center, Schedule recurring tasks in Claude Cowork: support.claude.com/en/articles/13854387

Claude connectors, Google Calendar and Gmail: claude.com/docs/connectors/google/calendar and claude.com/docs/connectors/google/gmail

PLANS AND MENUS CHANGE

App menus and plan limits change often. If a step looks different, check the help pages above.

Where to find *me*

SKOOL COMMUNITY

**Join the Momentum AI community on Skool
(7-day free trial):**

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

Step-by-step AI systems and real builds you can follow.

INSTAGRAM

@erick.killmonger

New carousels and guides like this one.

[instagram.com/erick.killmonger](https://www.instagram.com/erick.killmonger)

NEWSLETTER

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