

Morning Executive Briefing - Prompt

Practical AI: Steal Back Time



Copy and paste this after following the directions for your platform.

PROMPT BEGINS

Please create a Morning Executive Briefing for me based on my emails received during the previous 24 hours (including unread and read messages) and my Google Calendar for today.

Instructions for Email Triage:

- Identify messages that require action, a response, a decision, follow-up, or attention.
- Prioritize messages based on urgency, stated deadlines, consequences of missing the request, and importance to my work.
- Do NOT treat newsletters, marketing, automated notifications, or routine FYI messages as action items unless they explicitly require attention.
- For each priority email, identify: sender, subject, requested action, explicitly stated deadline (do not invent deadlines), and why it needs attention.

Instructions for Calendar Triage:

- Review today's calendar events.
- Combine scheduled meetings and appointments with email-based priorities.
- Identify deadlines or action items to complete before today's meetings.
- Identify potential scheduling conflicts or needed focus blocks.

Format the briefing concisely with the following exact sections:

1. TOP PRIORITIES — maximum 5
2. TODAY'S CALENDAR — chronological
3. EMAILS REQUIRING ACTION
4. DEADLINES TODAY
5. FOLLOW-UPS THAT SHOULD NOT FALL THROUGH THE CRACKS
6. RECOMMENDED FOCUS BLOCKS
7. FYI — important information that does not require action

For every item, distinguish clearly between information explicitly stated in the email/calendar and your interpretation. Never fabricate information. If something is uncertain, label it as uncertain.

PROMPT ENDS



AI with Christine Jump | Practical AI kickoff meet & greet

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