

Your Daily Agenda, Automated



ChatGPT guide | Practical AI: Steal Back Time

My Workspace daily agenda saves me 30 minutes a day. Use my same prompt in ChatGPT to bring your email priorities and calendar together. Your time savings will depend on your routine.

Before you start

Have my **Morning Executive Briefing prompt**, personal Gmail and Google Calendar ready. You need **ChatGPT Work on the web** with scheduled tasks and both Google tools. Your account may not have these yet.

1 Set your privacy preference

Open **Settings > Data controls > Improve the model for everyone**. Turn it **OFF**, then select **Done**. This stops new chats from helping train the AI. ChatGPT still saves chats and uses data to answer you. Keep Gmail and Calendar connected.

2 Connect your Google tools

Open **Plugins** (under **Customize** if shown). Install **Gmail** and **Google Calendar**. Sign in to the Google account you want it to read and review the requested access.

3 Start with the prompt

Start a new **ChatGPT Work** chat. Paste my **Morning Executive Briefing prompt** and send it. It asks for the previous 24 hours of email, read and unread, plus today's Calendar.

4 Test and check

Compare the agenda with Gmail and Calendar. Check the priorities, deadlines and appointments. If either tool fails, check the Google account and reconnect it in **Plugins**, approving the access needed to read it.

5 Make it a daily task

In the same chat, ask: **Run this prompt daily at 8 AM in my time zone, using Gmail and Google Calendar on each run**. Tell it your own time zone. Check the saved time, time zone and instructions, then confirm.

6 Review the recurring results

Open **Scheduled** to review the first few runs. Check that each uses current email and calendar information. Web tasks using connected services can run while your computer is off. Check the agenda before acting.

If scheduling isn't available

Run the prompt in a connected chat each morning. If Gmail or Calendar can't be read, restore access first. A reminder alone doesn't create your agenda.

What will you do with an extra 30 minutes a day?



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