

Your Daily Agenda, Automated



Claude guide | [Practical AI: Steal Back Time](#)

My Workspace daily agenda saves me 30 minutes a day. Use my same prompt in Claude 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**, Gmail and Google Calendar ready. Use **Claude on the web** with a **paid plan** to schedule your agenda.

1 Set your privacy preference

For Free, Pro or Max, open **Settings > Privacy > Help Improve our AI models** and turn it **OFF**. This opts new chats out of AI training. Claude still saves and uses data to answer you; flagged chats may be used for safety checks.

2 Connect, then enable Google tools

Open **Customize > Connectors**. Add **Gmail** and **Google Calendar**; sign in to Google for each. In your chat, click **+ beside the message box > Connectors**. Turn **Gmail ON** and **Google Calendar ON**.

3 Start with the prompt

Start a **new conversation**. Paste my **Morning Executive Briefing prompt** and send it. It covers the past 24 hours of read and unread email and today's Calendar.

4 Test and check

Compare the agenda with Gmail and Calendar. If access fails, check the Google account, turn both tools on in **+ > Connectors**, and reconnect in **Customize > Connectors**. Approve access to read email and calendar.

5 Schedule the same instructions

Ask: **Run this prompt daily at 8 AM in my time zone, using Gmail and Google Calendar on each run**. Name your own time zone. Check the saved time, time zone and instructions, then click **Schedule**.

6 Review the recurring results

Open **Scheduled** and check that the first few runs use current email and calendar information. New web tasks using only Google tools run with your computer off. For tasks using computer files or apps, or local tasks created before October 6, keep your computer awake with Claude desktop open. 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.

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



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