

Your Daily Agenda, Automated



Google Workspace guide | Practical AI: Steal Back Time

My daily agenda saves me 30 minutes a day. It brings my email priorities and today's calendar together so I can decide what needs my attention. That's my result; your time savings will depend on your routine.

Before you start

Use a computer and your work Google account with Gmail, Calendar, Chat, Workspace Studio and Gemini enabled. Have my **Morning Executive Briefing prompt** ready.

1 Check privacy and access with your admin

Ask your administrator to check your workplace's privacy rules and turn on Studio, Gemini and the smart features this flow needs. Keep those features on. Google still uses your data to run the agenda.

2 Create your own flow

Go to studio.workspace.google.com. Choose **New flow** to start from scratch. Name it **Morning Executive Briefing**.

3 Choose your morning schedule

Select **On a schedule** as the **Starter**. Set the date and repeat frequency, such as **daily at 8 AM in your time zone**. Under **Show more**, check your own time zone and choose when it ends.

4 Paste my custom prompt

Click **Add step > Ask Gemini**. Paste my **Morning Executive Briefing prompt**. It checks **all emails received in the past 24 hours**, read and unread, plus **today's Google Calendar**.

5 Give Gemini the right source

Under **Sources Gemini can use**, keep **Workspace** on so Gemini can read your Gmail and Calendar. Leave **Response format** set to **Text**.

6 Send the agenda to yourself

Add **Notify me in Chat**. In **Message**, click **Variables** and insert **Step 2: Content created by Gemini**. This sends the finished agenda to Google Chat.

7 Test, check and turn it on

Click **Test run > Start**. This sends a real message to your Chat. Compare email actions and appointments with Gmail and Calendar. Correct the setup if needed, then click **Turn on**. Check the agenda before acting.

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



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