

YOUR DAILY BRIEF

Your day, sorted before you sit down.

A scheduled AI brief that runs every weekday at 8am.
Calendar. Inbox triage. Priorities. All in one read.

Build it once. It runs itself, every single weekday.

Every morning. The same manual loop.

1

Open the calendar

Work out what is on and what needs prep.

2

Scan the inbox

Decide what is urgent and what needs a reply.

3

Write the replies

Context-switch. Find the right tone. Lose 30 minutes.

4

Repeat tomorrow

The same routine, every single day.

The day, sorted before you start.

The one thing first

Opens with the single most important item for you today.

Today's calendar

Every event with times. Prep needs and clashes flagged.

Inbox, triaged

What each email is and which are priority. Mondays cover the weekend.

How to handle each one

One clear line per item, including which assistant to draft the reply with.

Your assistant writes the brief for you.

You do not write a complicated brief by hand. Your personal assistant already knows your role, your priorities, and how you write. So you ask it to write the daily brief prompt for you.

Your personal assistant

Writes your Daily Brief prompt, in your voice, shaped to your role.

THEN

Claude Cowork

Runs that prompt automatically, every weekday at 8am, without you touching anything.

1

STEP 1 OF 5

Open your personal assistant. Ask it to write your brief.

COPY THIS INTO YOUR PERSONAL ASSISTANT PROJECT

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"Write me a Daily Brief prompt I can schedule in Claude Cowork. It should run every weekday morning at 8am and give me: (1) the single most important thing for me today, (2) my full calendar with times and any prep or clashes flagged, (3) my unread emails sorted by priority with one line on what each one is, (4) how to handle each priority item and which assistant to use for drafts. On Mondays, also cover anything from the weekend. Use what you already know about my role and how I write."
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Copy everything it writes back. That is your brief prompt. Use it in the next step.

2

STEP 2 OF 5

Open Claude Cowork and create a new scheduled task.

DO THIS

Open Claude Cowork. Click Scheduled. Click New task. Choose Set up manually.

Claude Cowork is a separate app from the Claude chat you use for your personal assistant. If you do not have it yet, download it before continuing.

Name it. Set the time. Paste and run.

3

Name it Daily Brief.

This is how it appears in your scheduled task list.

4

Set repeat to Weekdays at 8:00am.

Weekdays, not Daily. Monday's brief covers the weekend automatically.

5

Paste in the prompt your assistant wrote.

The whole thing, exactly as your assistant gave it to you.

6

Click Run now once to check it.

After that it runs itself, every weekday morning, without any input from you.

It briefs you. You still reply.

Cowork can read your mail and calendar. It cannot save drafts back into your inbox.

The brief tells you what each email is, which are priority, and which assistant to draft the reply with. You write the actual replies yourself, in a couple of clicks.

That is the right limit. The assistant does the triage. You stay in control of what goes out.

The brief sharpens over time the more context your assistant has about your role. See the full guide for how to give it that context.

BUILT ONCE. RUNS EVERY MORNING.

Your calendar and inbox, triaged before you sit down.

The week starts sorted. The mornings are yours.

Full guide: johankristensson.com/guides/build-your-own-ai-assistant

Want to install this across your whole team?

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