

BUILD YOUR OWN AI ASSISTANT

One assistant that knows you.

Build a personal AI assistant that drafts your emails, structures your meetings, and handles your inbox. In your voice. One afternoon of setup.

5 steps | No coding required | Works with Gmail and Microsoft 365

Stop spending your best hours on tasks **that do not need you.**

Emails

Arrive drafted in your voice every morning. Skim and send.

Meetings

Every transcript becomes structured notes. Automatically.

Mornings

Start already sorted. Not with an hour of inbox triage.

The assistant drafts. You decide. You are always the one who sends.

1

STEP 1 OF 5

Connect your email and calendar.

DO THIS

In Claude, go to Settings, click Connectors, find Google Workspace (Gmail) or Microsoft 365, click Connect, and sign in.

Then go to Projects in the left sidebar, click + New Project, and name it 'My Assistant.' This is private. Only you can see it. *Once connected, Claude can read your inbox and calendar. It cannot send anything. You are always the sender.*

Extract your voice from your own email.

COPY THIS PROMPT INTO YOUR PROJECT

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"Look through my sent emails from the last few months. Write me a short style guide covering: my typical sentence length, how I greet people and sign off, how formal or casual I am, phrases I repeat often, and how I say no or follow up. Back each point with a real example from my emails."
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Read the style guide back. Correct anything wrong. Save it. You paste it into your instructions in Step 3.

Open Project Instructions. Paste this in.

WHO I AM: [name, role, responsibilities, who you work with]
MY VOICE: [paste your style guide from Step 2. Always write in this voice]
MEETING NOTES: who attended, summary, actions, questions, next steps, recommendation
WHAT YOU KNOW: [key docs it should rely on. If not covered, say so]
RULES: Draft, never send. Flag uncertainty instead of guessing.

Fill in the brackets. Two minutes. This is what makes every draft sound like you.

Now make it work for you.

"Read my emails from the last 12 hours and draft replies to the ones that need a response, in my voice."

Does it sound like you?

If yes, your voice guide is working.

Tell it what to change.

It learns the correction immediately, in the same chat.

Nothing sends itself.

You read every draft. You are always the sender.

5

STEP 5 OF 5

Give it your context. Get an ally.

PASTE THIS PROMPT

"Look back through our previous conversations and tell me what you have learned about how I work, what I have built, and what I keep coming back to."

Read the draft. Correct what is wrong. Save it to your project.

One rule: update it when something real changes. Five minutes, not a project.

Ask your assistant before you ask a person.

1

Draft your inbox

Every morning, before anything else. Draft replies with it, then skim and send.

2

Run meeting transcripts

After every call, paste the transcript. Get structured notes back in seconds.

3

Track the gaps

When it cannot answer something, note the gap and add it to your instructions.

YOUR ASSISTANT IS READY.

**The personal version saves you hours a week.
The team version lets a small company operate like
a much larger one.**

If you want to install this across your whole team, that is what I do.

johankristensson.com | Book a free 30-minute call

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