

M A V E R I C K A I

HOW TO GET CLAUDE TO RUN YOUR INBOX

Auto-drafted replies, morning briefings, and inbox automation on autopilot

- 3-Step Setup - Gmail connector, scheduled task, master prompt
- Master Prompt - Full morning briefing with drafted replies in your voice
 - Visual Output - See exactly what the briefing looks like
- VIP Rules - Custom handling for your most important contacts
- Weekly Digest - End-of-week summary of everything that happened
 - Follow-Up Tracker - Never drop a thread again
- Email Templates - Reusable responses for common situations
- Inbox Zero Strategy - Automated sorting and archiving rules

2026 Edition - Claude Cowork + Scheduled Tasks

Set It Up in 3 Steps

The entire setup takes about 5 minutes. You connect Gmail, create a scheduled task, paste in the master prompt, and set a time. From that point on, Claude runs your inbox every single morning before you wake up.

Step 1 Connect Gmail

DO THIS NOW

1. Open Claude and switch to **Cowork** mode
2. Click **Customize** (gear icon in sidebar)
3. Click **Connectors**
4. Search for **Gmail**
5. Click **Add** and authorize with your Google account
6. Grant Claude read and draft access to your Gmail

This connects Claude directly to your Gmail through an official connector. Claude can read your emails, search your inbox, and create drafts. It cannot send emails on its own unless you explicitly click Send. Your emails stay in your account and are not stored by Claude.

Step 2 Create a Scheduled Task

DO THIS NOW

1. Come back to Cowork and click **Schedule**
2. Click **New Task**
3. Choose **Set Up Manually**
4. Name it **Morning Emails**
5. Paste in the Master Prompt (next page)
6. Set the schedule to **Daily at 7:00 AM** (or whatever time you wake up)

Step 3 Paste the Master Prompt

The master prompt on the next page is the brain of the whole system. It tells Claude exactly how to scan your inbox, what to prioritize, how to structure the briefing, and how to draft replies in your voice. Copy the entire thing and paste it into your scheduled task.

TIP

Set the schedule for 30 to 60 minutes before you normally check email. By the time you sit down, the entire briefing is ready and every draft is waiting for you. All you do is review and click Send.

IMPORTANT

Claude drafts replies but never sends them. You always have to review and click Send yourself. This keeps you in control while still saving you the time of writing every response from scratch.

The Master Prompt

Copy this entire prompt and paste it into your Morning Emails scheduled task. This is the exact prompt from the video. It tells Claude to learn your writing voice, scan every unread email, pull your real schedule from your inbox, flag what is urgent, and draft personalized replies ready to send.

MASTER PROMPT: PART 1 - VOICE AND SCANNING

MORNING BRIEFING

You have access to my Gmail. Produce my morning briefing in the exact structure below. Do not send anything. Draft only.

Match my writing voice in every draft. Before drafting, scan my recent sent emails to learn my tone, sentence length, greetings, sign-offs, and how formal or casual I am with different types of senders. Mirror that. No em dashes.

Read the inbox for what is actually happening, not just what needs a reply. Pull dates, times, and commitments out of the emails themselves: calendar invites, meeting confirmations, call bookings (Calendly, Cal.com, Zoom, Google Meet), flight and hotel confirmations, restaurant or appointment reservations, delivery and shipping windows, deadlines mentioned in threads, and any 'see you at X' type messages. Treat these as my real schedule even though they live in email.

MASTER PROMPT: PART 2 - DAY AT A GLANCE + SCHEDULE

1. DAY AT A GLANCE

A 3 to 4 sentence plain-language summary of what today actually looks like based on what you found in the inbox. What I'm walking into, where my time goes, anything that needs a decision or prep before it happens. Write it like a sharp assistant briefing me in the hallway, not a list.

2. WHAT'S ON TODAY

Everything happening today that you pulled from email, in time order. For each:

- Time and what it is
- Who it's with (if anyone)
- One line on what it's for or what I should

walk in knowing

Include calls, meetings, bookings, reservations, deliveries, and deadlines. Flag anything with no confirmed time, anything that looks double-booked, and the first hard commitment of the day. If something is happening today but the details are thin, say so rather than guessing.

MASTER PROMPT: PART 3 - INBOX SCAN + TRIAGE

3. INBOX SUMMARY

Go through all my unread emails. Give me a quick scan so I can see the shape of the inbox fast:

- How many unread total
- A one-line summary of each meaningful thread (skip pure noise, newsletters, and automated junk unless something in them actually matters)

4. URGENT

Pull out the emails that genuinely need me today. Time-sensitive, someone's blocked on me, a deadline, money, or a relationship that costs something if I go quiet. For each:

- Sender and subject
- Why it's urgent in one line
- What it's asking me to do

5. IMPORTANT BUT NOT URGENT

Emails that matter but can wait. Things I should not lose track of but don't need to touch this morning. One line each on what it is and a rough sense of when it'll go stale.

MASTER PROMPT: PART 4 - DRAFTED REPLIES + FLAGS

6. DRAFTED REPLIES

For every unread email that warrants a response, write a full reply in my voice, ready to send.

Do not send any of them. For each, show me:

- Who it's to and the subject
- The draft reply

Keep them tight and in my style. If an email needs information I don't have, write the draft with a clearly marked [placeholder] for the part I need to fill in, rather than guessing. If an email genuinely doesn't need a reply, don't invent one.

7. ANYTHING ELSE

Things you noticed that I'd want flagged. A booking I never confirmed, a call invite I haven't accepted, two appointments that overlap, a thread going quiet that shouldn't, someone who's emailed twice with no answer, a follow-up I promised and never sent, a reservation or delivery happening today I might have forgotten about. Use judgment here. This is the section where you act like someone who actually pays attention.

What the Morning Briefing Looks Like

Here is an example of what Claude delivers to you every morning. The whole thing is sitting in your Cowork session when you open it. You scan it in 2 minutes, tweak any drafts, click Send, and your inbox is handled.

MORNING BRIEFING - Tuesday, May 20, 2026

1. DAY AT A GLANCE

You have a packed morning. The client call with Acme is at 9:30 and they sent a revised proposal last night you have not opened yet. Read it before the call. Lunch with Sarah at 12:30 at Nobu (confirmed). Your 3pm with the dev team got pushed to Thursday per Jake's email.

2. WHAT'S ON TODAY

9:30am Client call - Acme Corp (Zoom link in thread)
Review revised proposal before joining
12:30pm Lunch - Sarah Chen at Nobu Malibu (confirmed)
2:00pm Dentist - Dr. Park (Beverly Hills, allow 25min)
NOTE: 3pm dev standup cancelled, moved to Thu

3. INBOX SUMMARY

14 unread emails. 6 need replies, 3 are FYI, 5 noise.

- Acme Corp: Revised proposal attached (\$42K scope)
- Sarah Chen: Confirming lunch + asking about Q3 deck
- Jake (dev): Standup moved to Thursday, needs approval
- Accountant: Q1 tax docs ready for signature
- FedEx: Package arriving today between 2-6pm
- Newsletter x3, promo x2 (skipped)

4. URGENT

1. Acme Corp - Revised Proposal

Call is in 2 hours. Proposal has new pricing.

Read before 9:30am.

2. Accountant - Tax Docs

Signature deadline is tomorrow. Portal link inside.

6. DRAFTED REPLIES (2 of 6 shown)

To: Sarah Chen | Re: Lunch Tuesday

'Hey Sarah, 12:30 at Nobu works. See you there.

I'll have the Q3 deck pulled up on my phone in

case we want to look at anything. - M'

To: Jake | Re: Standup Reschedule

'Thursday works. Same time? - M'

How Claude Learns Your Voice

The master prompt tells Claude to scan your recent sent emails before drafting anything. This is what makes the drafts sound like you instead of a robot. Claude picks up on your actual patterns: whether you say "Hey" or "Hi" or jump straight to the point, whether you sign off with your name or initial or nothing, how long your sentences are, how formal you get with clients versus friends, and the little quirks that make your emails yours.

This gets better over time. The more emails Claude reads, the more accurately it mirrors you. After the first week, most people say the drafts are 90% ready to send with no edits. The remaining 10% is usually just adding specific details Claude did not have.

TIP

If you want to accelerate the voice learning, start a separate Claude chat and paste in 10 of your best sent emails. Say: 'Analyze my writing style across these emails. Document my tone, sentence structure, greetings, sign-offs, and any patterns you notice.' Save the output and paste it into your scheduled task prompt as a reference section.

VOICE MATCHING CHECKLIST

Claude learns these patterns from your sent folder:

Greetings: Hey / Hi / Hello / First name only / No greeting

Sign-offs: Best / Thanks / Cheers / Just your name / Initial / Nothing

Formality: Casual with team, formal with clients, mixed

Length: One-liners for quick replies, 2-3 sentences for most, longer for detailed responses

Punctuation: Exclamation marks or not, periods on every sentence or not

Quirks: Specific phrases you use, whether you ask questions at the end, whether you use bullet points

Bonus: VIP Sender Rules

Not every email is equal. Your CEO's message matters more than a vendor follow-up. Add this block to the end of your master prompt to tell Claude exactly who your VIPs are and how to handle their emails differently.

ADD TO YOUR MASTER PROMPT

VIP SENDER RULES

These senders always go to the top of the urgent section regardless of content:

- [BOSS NAME] ([email]) - Always urgent. Always draft a reply. Tone: professional but warm.
- [CLIENT NAME] ([email]) - Always urgent. Tone: formal, proactive, solution-oriented.
- [PARTNER/SPOUSE] ([email]) - Always surface. Tone: casual, short, personal.
- [INVESTOR/BOARD] ([email]) - Always urgent. Tone: polished, concise, data-backed.

For VIP senders, also flag:

- How long since their last email went unanswered
- Any pattern of increasing urgency in the thread
- Whether they CC'd someone new (signals escalation)

// Add up to 10 VIP senders

// Claude will prioritize these above everything else

TIP

You can also add negative rules. If there is a sender who always emails you things that do not need a reply (an overly chatty vendor, an internal newsletter), add them to a 'Never draft a reply for' list so Claude skips them.

Bonus: Friday Weekly Digest

The morning briefing handles daily email. But once a week, you want a bigger picture. This prompt gives you a full digest of everything that happened in your inbox over the past week: threads that resolved, things still open, people you owe replies to, and patterns Claude noticed. Set this as a second scheduled task that runs every Friday at 4pm.

FRIDAY DIGEST (schedule for Fridays at 4pm)

WEEKLY INBOX DIGEST

Scan my Gmail for the past 7 days. Build a digest:

1. THIS WEEK BY THE NUMBERS

- Total emails received
- Total emails sent
- Average response time
- Longest unanswered thread (and who it's from)
- Busiest day of the week

2. THREADS THAT CLOSED THIS WEEK

One line each. What was it, who was involved, how did it resolve. This is my weekly record.

3. STILL OPEN

Threads that are not resolved. For each:

- What it is and who is involved
- What the next action is and who owns it
- How stale it is getting

4. PEOPLE I OWE A REPLY TO

Anyone who emailed me this week and got no response. For each: how many days ago, and a suggested one-line reply to close the loop.

5. PATTERNS AND FLAGS

Anything you noticed over the week:

- Someone emailing more frequently (could signal a problem or opportunity)
- A thread that is escalating in tone
- Follow-ups I promised and never sent
- Meetings or calls that were scheduled but never confirmed

- Any recurring email I could automate or create a template for

6. NEXT WEEK PREVIEW

What is already in the inbox for next week:
meetings, deadlines, commitments, and anything
I should prep for over the weekend.

WHY THE WEEKLY DIGEST MATTERS

Daily briefings keep you reactive. The weekly digest makes you proactive. It shows you the threads slipping through the cracks, the people you are ghosting without realizing it, and the patterns in how you spend your email time. Most people find 2 to 3 dropped balls every week that they would have missed without this.

Bonus: Automatic Follow-Up Tracker

One of the biggest problems with email is not incoming messages. It is outgoing messages that never got a response. You send a proposal, an ask, or a question, and then you forget to follow up. This prompt scans your sent folder for threads where you are waiting on someone and they have gone quiet.

FOLLOW-UP TRACKER (schedule daily or every 2 days)

FOLLOW-UP TRACKER

Scan my sent emails from the past 14 days.

Find every email I sent that:

- Asked a question that was never answered
- Sent a proposal or document with no reply
- Said 'let me know' or 'thoughts?' or 'can you confirm' and got no response
- Ended with an open action item for the other person

For each, show me:

- Who I emailed and the subject
- What I was waiting for
- How many days ago I sent it
- A draft follow-up email (short, not pushy, just a gentle nudge in my voice)

Prioritize by:

1. Money or revenue involved
2. Deadline approaching
3. VIP sender (see VIP rules)
4. Days waiting (longest first)

If someone has replied since I sent it but I have not responded to their reply, flag that separately as 'Ball is in my court.'

TIP

Run this alongside your morning briefing or as a separate task every 2 days. The follow-up tracker catches the threads your daily briefing misses because they are not in your inbox anymore. They are in your sent folder, silently going stale.

Bonus: Reusable Email Templates

If you find yourself writing the same type of email over and over, add templates to your prompt. Claude will use them automatically when the situation matches. Add this section to the end of your master prompt with as many templates as you want.

ADD TO YOUR MASTER PROMPT

EMAIL TEMPLATES

When drafting replies, use these templates as a starting point for common situations. Adapt them to fit the specific email and keep my voice.

MEETING REQUEST

When someone asks to meet or hop on a call:

'[greeting]. [day/time] works for me. Here's my Calendly if that's easier: [LINK]. [sign-off]'

INTRO REQUEST

When someone asks me to introduce them to someone:

'Happy to connect you. Let me check with [name] first and I'll loop you both in if they're open to it. [sign-off]'

NOT INTERESTED (polite decline)

When a vendor, recruiter, or cold email lands:

'Appreciate you reaching out. Not the right fit for me right now, but I'll keep you in mind. [sign-off]'

DELAY / NEED MORE TIME

When I can't respond fully yet:

'Got this. Going to need a couple days to look through it properly. I'll follow up by [day]. [sign-off]'

// Add your own templates here

// Claude will match the situation automatically

HOW TEMPLATES WORK

Claude does not just copy-paste templates. It uses them as a framework and adapts them to the specific email, the relationship with the sender, and your voice. A meeting request reply to your CEO will sound different from the same template used for a colleague, even though the structure is the same.

Bonus: The Inbox Zero Prompt

If your inbox is a disaster right now, run this prompt once to get to zero. Then let the daily morning briefing keep it there. This prompt processes your entire backlog: archives the noise, flags what matters, drafts everything that needs a reply, and gives you a clean starting point.

INBOX ZERO PROMPT (run once to clear the backlog)

INBOX ZERO

I want to get to inbox zero today. Go through every unread email in my inbox and sort them:

TIER 1: REPLY NOW

Emails that need a response today. Draft each reply in my voice. Show me sender, subject, and the draft.

TIER 2: REPLY THIS WEEK

Emails that need a response but are not urgent. One line each on what they need and a suggested day to handle them.

TIER 3: READ AND ARCHIVE

Emails I should read but do not need to reply to. One line each on what they say. After I read your summary, these can be archived.

TIER 4: ARCHIVE WITHOUT READING

Newsletters, promotions, automated notifications, and anything that has zero value. List them so I can confirm, then archive all of them.

TIER 5: UNSUBSCRIBE

Recurring emails I keep getting that I clearly never open. Suggest which ones I should unsubscribe from to reduce future volume.

After processing everything, tell me:

- How many emails were in each tier
- How many drafts are ready to send
- How many can be archived right now
- Estimated time to clear the rest manually

TIP

Run the inbox zero prompt on a Sunday evening. By Monday morning, your inbox is clean and the daily morning briefing takes over. Most people clear 50 to 200 emails in one session and say it is the most productive 15 minutes they have spent all month.

Bonus: Smart Out-of-Office Mode

Going on vacation but do not want to come back to 300 unread emails? Instead of a generic auto-reply, keep your morning briefing running while you are away but add a vacation layer. Claude triages your inbox daily, drafts replies for anything truly urgent, and builds you a single re-entry briefing so you can catch up in 10 minutes when you get back.

VACATION MODE (replace your daily prompt temporarily)

VACATION MODE BRIEFING

I am out of office from [START DATE] to [END DATE].

Run the normal morning briefing but with changes:

1. Only flag emails as urgent if they are truly time-sensitive (money, legal, someone blocked on a hard deadline). Everything else goes to 'handle when back.'
2. For urgent emails, draft a short reply that:
 - Acknowledges the email
 - Says I'm out until [END DATE]
 - Directs them to [BACKUP PERSON] for anything that can't wait
 - Sounds like me, not a corporate auto-reply
3. Keep a running log of everything that came in each day. When I return, compile it into one 'Return Briefing' that covers:
 - Everything that happened while I was gone
 - What got handled
 - What is waiting for me
 - Suggested order to tackle it
 - Any relationships that need attention (someone emailed 3 times with no reply)
4. Do NOT draft replies for non-urgent emails. Just log them. I will handle them when I'm back.

COMING BACK FROM VACATION

When you return, ask Claude: 'Give me my return briefing.' It compiles everything from while you were away into one document: what happened, what got handled, what is waiting, and the best order to work through it. Instead of spending your first day back digging through 300 emails, you spend 10 minutes reading one briefing.

Pro Tips

Start with drafts only. For the first week, just use the briefing and drafted replies. Get comfortable with the quality before adding more automation.

Review and send in batches. Do not check email throughout the day. Open the briefing, review the drafts, click Send on the good ones, edit the rest, and close your inbox. Twice a day is enough for most people.

Teach Claude your exceptions. If Claude keeps drafting replies you do not like, add a note to the prompt: 'When [situation], do [this] instead.' It learns fast.

Stack your scheduled tasks. Run the morning briefing at 7am, the follow-up tracker at 2pm, and the weekly digest on Fridays at 4pm. Three tasks cover your entire email life.

Use labels as signals. If you use Gmail labels, tell Claude in the prompt: 'Emails labeled [Client] are always high priority. Emails labeled [Newsletter] never need a reply.'

Add your calendar connector too. If you also connect Google Calendar, Claude can cross-reference your email schedule with your actual calendar and flag conflicts automatically.

Keep the prompt updated. If you change jobs, get a new client, or add a VIP contact, update the prompt. Claude only knows what you tell it.

IMPORTANT

Never add your email password or sensitive credentials to the prompt. The Gmail connector handles authentication securely through OAuth. Your prompt should only contain preferences and instructions, never login credentials.

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