

THE PLAYBOOK

The AI Executive Assistant

Most people use AI like a chatbot they ask questions. The bigger move is an assistant that runs the admin around your actual work — your inbox, your calendar, your meetings, your follow-ups. This is what that looks like, why it's worth building, and the shape of the setup. It's how I actually run my day.

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WHAT YOU'RE BUILDING

An assistant that sits on top of the tools you already use and does the busywork **to a draft** — reads the overnight inbox and sorts it, plans your day around your real calendar, preps you for every meeting, turns transcripts into filed notes and drafted follow-ups, and tells you who still owes you a reply. You stay in the chair. It just clears the runway.

RULE ZERO It drafts. You approve.

Nothing gets sent, booked, or messaged on its own — every job ends in a draft, a plan, or a list that you okay. That single line is what lets you hand off the work without handing off the judgment.

Four pieces. You almost certainly have all four already — the assistant just connects them.

PIECE	WHAT IT DOES	I USE	SWAP FOR
The AI	the brain — reads your context, drafts the work	Claude	any capable AI assistant
Calendar	what it plans your day around	my work calendar	Google · Outlook
Email	what it triages and drafts from	my inbox	any connected mail
Notes	where your project + people context lives	my notes vault	Notion · Obsidian · Docs

Each runs from a short command. Here's what it hands back — every one stops at a draft for you.

COMMAND	WHAT IT HANDS YOU
Morning inbox brief	your inbox sorted into reply / wait / noise, plus today's meetings surfaced
Plan my day	a time-blocked day around your real calendar — buffers, focus time, room to breathe
Meeting prep	a one-page brief before you walk in: the room, the history, your talking points
Meeting notes	summary, decisions, and action items — filed, with your follow-ups drafted
Who owes me a reply?	a ranked list of what you're waiting on, each nudge pre-drafted to send

THE NEXT LEVEL

Chain these into one **morning sweep** that runs before you're awake.

Read the day, pre-build the prep, create the tasks — waiting for you with coffee. The exact prompts for all five, plus how to assemble and schedule the morning sweep, are in the implementation guide.

KEEP IT HONEST & SAFE

It drafts — you approve

No invented meetings or numbers

Books nothing, **sends nothing** on its own

Anything unclear is **flagged**, not guessed

Your data stays in **your own tools**

- ☐ Connect your **calendar, email, and notes** to your AI
- ☐ Set up the **five commands** as quick shortcuts
- ☐ Run it on **one real day** and patch what drifts
- ☐ Write a short **context doc** — who you are, your projects, your voice
- ☐ Put **rule zero** on every one: it drafts, you approve
- ☐ Ready for auto-pilot? Build the **morning sweep**

Want the step-by-step — with the prompts?

The implementation guide is the hands-on build: the context doc, all five prompts to paste, the proactive morning sweep, and putting it on a schedule. Comment **VEE** or grab it at the link.

[Get the guide →](#)