# THE MORNING INBOX CHECKLIST

5 steps for trying Claude Cowork email drafts carefully, plus a checklist.

One creator shows Claude Cowork drafting replies to unread email each morning: add the Gmail connector, then schedule a daily task with a master prompt, and Claude scans your unread mail and drafts replies. The idea is theirs. The five steps and the checklist pages are my own addition. Cowork can make mistakes, so read every draft before anything is sent and keep backups. No one can promise income, and the goal here is only to win back time for paid work. Results vary.

## THE 5 STEPS

1. Add the Gmail connector the creator shows. It lets Claude see your unread mail, so use your own inbox.
2. Write a master prompt with your tone and rules. Tell it how you sound and what it should never say.
3. Schedule a daily morning task. Cowork can run scheduled tasks, so the drafts are waiting when you start.
4. Read every draft before anything is sent. It can make mistakes, so you stay in charge of every reply.
5. Track the time you get back and spend it on paid work. Write down the minutes each week.

## MY MASTER PROMPT NOTES

| Question | My answer |
|---|---|
| **How do I sound when I write to clients?** | |
| **What should a reply never say?** | |
| **Which emails should it leave alone?** | |
| **When should it ask me first?** | |

## BEFORE I PRESS SEND

- I read the whole draft
- Every fact and date in it is right
- It sounds like me
- Nothing private is in it that should not be

## TIME I GOT BACK

| Week | Minutes back | What I did with them |
|---|---|---|
| Week 1 | | |
| Week 2 | | |
| Week 3 | | |
| Week 4 | | |

Educational only. One creator's idea plus my own checklist. Review every draft. No results promised.

### Now put it in front of more people.

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