

◆ OPEN-SOURCE AI PLAYBOOK · FOR LEADERS

Automated Morning Brief

The first hour of every day goes to working out what changed overnight.

THE SYSTEM

A one-page brief before 9 am: what moved, what's stuck and what needs your decision today.

🕒 BUILD TIME

2-3 days

🔧 HOW IT'S BUILT

No-code

🔌 WORKS WITH

Google Workspace or
Microsoft 365 + Slack
or Teams

👤 OWNER

The leader who reads
it, with an ops person
for the setup

How it works: it reads while you sleep, you wake up to one page



Morning brief to me · 7:00 am

Thursday: 2 decisions, 2 stuck, 3 moved

● NEEDS YOUR DECISION TODAY

Halden Group sent the contract back at 2:30 am asking for 60-day payment terms. You offered 30. Reply before their noon call. **Email**
The “Spring launch” campaign spent \$1,650 yesterday against a \$1,200 plan. Keep it running, or cap it? **Meta Ads**

● WHAT'S STUCK

The shipment delay thread in #ops has 6 replies since 8:30 pm and no owner. **Slack**
Northgate Capital asked again for the Q3 numbers. Second ask this week. **Email**

● WHAT MOVED

Kirra Health moved to Negotiation, \$84k. **CRM**
Your 10:00 with Arjun is now 11:30. Three meetings today, first at 9:30. **Calendar**
New inbound lead: a 40-person logistics firm asked for a demo. **CRM**

🔒 Read-only. It never replies, accepts, posts or changes anything.

30-60 minutes → 51 seconds. Pallav's own morning brief, shown on camera. The 30-60 minutes is the manual version.

It reads everything, it changes nothing

👁 It reads

Email read-only

Calendar read-only

Slack or Teams chosen channels, read-only

CRM read-only

Ad accounts reporting only

✗ It never

reply to or send any email
accept, decline or move a meeting

post or react in Slack or Teams

change a deal, a contact or a stage
pause, edit or fund an ad

Sample brief and sample night, fictional company.

The build: three days

Day 1 • Connect, read-only

Link email, calendar, chat, CRM and ad accounts with read-only access. Pick the channels it may read.

Day 2 • Write the rules

Decide what counts as a decision, what counts as stuck, and what never makes the page. Set the format.

Day 3 • Schedule and tune

Set the time, run it for a few mornings, and cut anything you skipped. Then it runs every day.

Can we build it? FOR YOUR TECH LEAD

🔧 Tools you'll use

Email and calendar	Gmail and Google Calendar	or Outlook through Microsoft Graph
Chat	Slack, with a read-only app	or Teams through Microsoft Graph
Deals and ad spend	HubSpot and Meta Ads reporting	or Salesforce, Google Ads, LinkedIn Ads
Running it at 7:00 am	n8n, on a schedule	or Make, Zapier, or a scheduled script
Writing the brief	Claude	or ChatGPT, Gemini
Getting it to you	An email to yourself	or a Slack or Teams message to you

🔧 Three ways to build it

Start simple 1 hour

A saved prompt in Claude with its Gmail, Calendar and Slack connectors switched on. You run it when you sit down.

Production 2-3 days

n8n runs at 7:00 am, reads the five sources since last night, has Claude sort everything into decide, stuck and moved, and emails you one page.

Custom 1-2 weeks

Remembers yesterday's brief so stuck items show how long they've been stuck, adds a brief for each leader, and drops what you keep ignoring.

🔒 Access it needs

- ◆ Read-only access to your inbox, your calendar and the Slack or Teams channels you choose
- ◆ Reporting access to the CRM and ad accounts, nothing that can edit
- ◆ Permission to send one message: the brief, to you

🛡 Guardrails

- ◆ Read-only everywhere: it can't reply, accept, post, change a deal or touch an ad
- ◆ The only thing it sends is the brief, to you
- ◆ Every line names its source, so you check before you act
- ◆ You choose which inboxes and channels it reads; private messages stay out unless you add them
- ◆ It lists the decisions. You make them.

🎯 What to measure

- ◆ Minutes from sitting down to knowing your day
- ◆ Lines you acted on vs. skipped
- ◆ Things you missed that should have been in it
- ◆ Mornings it arrived on time

👤 Who builds and runs it

One person who is comfortable with n8n builds it in two to three days. After that, the leader who reads it owns it: a five-minute tweak each week to what deserves a line, and what doesn't.

◆ FREE, OPEN SOURCE, NO SIGN-UP

20 AI systems every company should *build first.*

This playbook is one of 20. Each one solves a problem almost every company has, and shows how the system works, the tools it runs on, how long it takes to build and where a person signs off. Read them all, download any of them, and send them to your team.

[See all 20 playbooks →](#)

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WANT HELP BUILDING IT?

We'll build your first AI systems with your team.

In a free 30-minute call with our founder, we'll look at your tools and your week, and pick the playbooks that would save you the most time first.



Pallav Kaushish

Co-Founder, AIXGrowth

Free 30-minute call · No commitment

[Book a Strategy Call →](#)