

FREE GUIDE

Your first AI morning brief in 10 minutes

One prompt and three facts about your work, and every morning your AI assistant tells you what matters.

10 minutes

No tech skills

ChatGPT · Copilot · Claude · Gemini

Your AI assistant isn't bad at your job. It just doesn't know it.

Ask a blank chat to help with your day and you get advice that fits anyone. Give it three facts about you and the same tool starts to sound like a colleague who's been on your team for months.

BLANK CHAT

"Prioritize high-value tasks, block focus time and follow up with key stakeholders."

WITH 3 FACTS

"Call Northwind before 10: their renewal is 30 days out and Jane is waiting on pricing. Then send the Harborline proposal."



Your priorities

What matters this quarter, so it ranks your day the way you would.



Your customers

Who you're working with and where each one stands.



How you write

Short or detailed, formal or friendly, so drafts sound like you.

IN 10 MINUTES YOU'LL HAVE THIS

A brief that tells you what matters before your first coffee.

Morning brief

Tue · 07:45

TODAY'S TOP 3

- 1 Call Northwind about the renewal · 30 days left, Jane asked about pricing
- 2 Send the Harborline proposal · promised for today
- 3 Prep the 14:00 with Calloway & Partners

REPLIES NEEDED

- Jane at Northwind, pricing question reply suggested

GOING QUIET

- ! Lindqvist & Co · a key customer, nothing from them this week

NEXT

The one prompt that writes it, ready to paste



1

STEP 1 · 1 MINUTE

Open the AI assistant you're allowed to use.

Any of these works. Start a new, empty chat. If your company already pays for one, use that one.

Ch

ChatGPT

chatgpt.com

Co

Microsoft Copilot

Often included at work

Cl

Claude

claude.ai

Ge

Gemini

gemini.google.com



One rule first. Only paste what your employer allows in that tool. If you're unsure, swap customer names and prices for placeholders like [CUSTOMER]. The brief still works; you swap the names back when you act on it. Microsoft Copilot inside your company's Microsoft 365 is usually the safe choice.



Paste this, then fill in the brackets.

Morning brief prompt

[copy all of it](#)

Act as my morning assistant. I'm a [job title] at [type of company], selling [what you sell] to [who you sell to].

Below are facts about me, today's calendar and the emails that came in since yesterday. Write my morning brief:

1. Today's top 3 priorities, ranked, one line on why
2. Each meeting: its goal and one question to ask
3. Replies needed today: who, about what, a one-line answer
4. Key customers I haven't heard from lately

Under 200 words. Don't invent anything that isn't below. If something is unclear, ask me one question at the end.

ABOUT ME: [your 3 facts, next page]

TODAY'S CALENDAR: [paste]

NEW EMAILS: [paste]

Don't press Enter yet. Fill in ABOUT ME on the next page first.

Calendar and emails: copy today's calendar view, and the sender, subject and first line of each new email. Rough copy-paste is fine.

3

STEP 3 · 5 MINUTES

Add three facts. This is where it gets good.

Write them into the ABOUT ME line, in your own words. Half-sentences are fine. Then press Enter.



My priorities this quarter

The 3 things you're measured on.

Renewals first, then two new mid-size customers in the Nordics.



My key customers

Five to ten names, each with where it stands.

Northwind: renewal in 30 days, Jane is my contact.
Lindqvist & Co: usually writes weekly.



How I write

So the reply drafts sound like you.

Short, friendly, first names, no jargon, always one clear next step.



Run it tomorrow morning. Then correct it like a colleague.



Same chat, every morning

Paste just the new calendar and emails. If the chat gets long or you start a new one, paste the prompt and your facts again.



Tell it what's off

"Too long." "Never rank internal meetings first." It adjusts straight away.



Read before you send

It drafts, you decide. Nothing goes to a customer without your yes.

A good brief

- ✓ Fits on one phone screen
- ✓ Names the customers and dates from what you pasted
- ✓ Ends with at most one question for you

WHAT'S NEXT

Want it to know you without copying the prompt and facts every day?

FirstLight OS is a ready-made setup for the AI tool you already have. A short interview writes your memory, rules and writing style once. Every chat in your FirstLight workspace starts briefed.

Foundation **START HERE**

€100

Memory, rules and your voice in about an hour. Made for people new to AI.

Operator

€300

Desks, a tracker and nine routines, like this brief, for every part of your week.

Command

€750

The full system: it spots what changed and turns your corrections into new rules.

firstlightos.ai

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[See the kit →](#)